

Clifford Chambers and Milcote Neighbourhood Plan

Key points from meeting

Date: Mon 19 th October 2015	Venue: The Jubilee Hall	Time: 19:30 hrs
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Members		In Attendance	Associate Members		In Attendance
Pauline Newbury (Chair)	PN	Y	Shirley Acreman	SA	N
Chris Fox	CF	Y	Angela Wylam	AW	N
Heather Frier	HF	Y			
Les Moseley	LM	Y	Guests		
Andy Oakes	AO	Y	Myles Pollock		
Nicky Stratton	NS	Y	John Redman (part)		
John Taylor	JT	Y	Ann Simons		

Subject	Action	By	When
Steering Group	<p>The Following Roles & Responsibilities were agreed:</p> <p>Chair - Pauline Newbury Parish Council Support - Nicky Stratton Housing, Land use, and Commercial Development - Less Moseley, John Taylor, Nicky Stratton (Flooding) Heritage & Environment - Les Moseley, John Taylor, *Angela Wylam Transport & Travel - Chris Fox Economy & Jobs - Pauline Newbury Community - Andy Oakes Sports & Leisure - Heather Frier Young People & Education - Heather Frier Healthcare - Heather Frier *denotes Associate Member General Support: Ann Simmonds, John Redman, Sarah Crang, Jackie Hancox. Sarah Crang to be approached regarding assisting Heather with Young People and Education.</p>	<p>Noted</p> <p>HF</p>	<p>09/11</p>
Communication between Members	Google Site to be set up to ensure effective communication between members.	CF	25/10
Project Plan	A draft project plan is currently being produced by CF. This will be circulated to the Steering Group for discussion at next meeting.	<p>CF</p> <p>PN</p>	<p>25/10</p> <p>09/11</p>
Use of a Consultant	PN had met with Anne Parry a consultant who is currently working on the Wellesbourne Neighbourhood Plan and has a wealth of experience in this area. She is willing to work with the Steering Group acting as Facilitator on an 'as required' basis.	PN	09/11

	The general opinion of the group was that the use of a consultant would not be necessary. A decision on the use of a consultant was not reached and therefore will be discussed as an agenda item at next meeting.		
Funding	Expectations of expenditure until end of the financial year to be agreed at next meeting and submitted to Parish Council for funding application.	All	09/11
Website	A subsection on the Parish Council website has been set up for the Neighbourhood Plan. AO and PN to meet with Owen Goschen to find out how to upload information.	AO & PN	31/10
Domain Name	It was agreed to set up an email address using ccandm.org as a domain name.	AO	09/11
Strapline	It was agreed to use 'our plan, our future' as a strapline - this will be added to the logo.	PN	09/11
Launch Event	To be discussed at next meeting	PN	09/11
Date of Next Meetings	Monday 9 th November, 19:45 in the Jubilee Hall Monday 7 th December, 19:45 in the Jubilee Hall	Noted	