

Clifford Chambers and Milcote Neighbourhood Plan

Key points from meeting

Date: Thurs 25 th August 2016	Venue: The Jubilee Hall	Time: 20.00 hrs
--	-------------------------	-----------------

Members		In Attendance	Associate Members		In Attendance
Les Moseley(Chair)	LM	Y	Shirley Acreman	SA	Y
Chris Fox	CF	N	Sarah Crang	SG	N
Heather Frier	HF	Y	Charmian Evans	CE	N
Sue Marshall	SM	Y			
Andy Oakes (Vice Chair)	AO	Y			
Nicky Stratton	NS	Y			
John Taylor	JT	N			
Charles Goody	CG	Y			
John Gray	JG	Y			

Subject	Action	By	When
Apologies for Absence	Apologies were received from Chris Fox and John Taylor	Noted	
Minutes of Last Meeting	<p>The minutes of the meeting of the 27/06 were agreed and signed with clarification that CG response action was deleted as he had not been tasked by the Chairman to action, as he was not present at the meeting when the proposed action arose.</p> <p>Actions from previous minutes:</p> <p>Bullet points to be sent to NS so that she can complete the update for the Clifford News.</p> <p><u>Questionnaire</u> Steering Group members to produce questions for their area of responsibility for the first draft of the questionnaire. The comments received from the community to be used as the basis of the questionnaire plus any additional relevant questions. JT to support CF - CG to support LM</p> <p>After much discussion on how to format the questions for the Questionnaire, it was agreed that Shirley Acreman's (SA) advice be sought at a meeting on this issue. Therefore, a meeting was proposed for 11th July at the Jubilee Hall at 19.45</p>	<p>PN</p> <p>All</p> <p>PN</p>	<p>Action complete</p> <p>Complete</p> <p>Action discontinued</p>

	subject to SA's availability. PN to check with SA and confirm meeting		
Appointment of New Chair and increase of members	<p>Since the last meeting Pauline Newbury has resigned from this Neighbourhood Plan Group due to pressure of work. A new Chairman was therefore required to be appointed by the Group.</p> <p>Les Moseley was proposed by NS and seconded by HF and duly appointed as Chairman.</p> <p>Three new members (Sue Marshall, Charles Goody and John Gray) offered themselves for membership of the Group. They were proposed by The Chairman and seconded by AO and duly appointed members of the Group.</p> <p>The Chairman proposed that we minute our thanks to Pauline for all her work and effort within the Group from its inception. The meeting agreed.</p>		
Questionnaire and Cover Letter completion	<p>HF and SM to proofread the latest draft of the Questionnaire and covering letter and advise any corrections back to LM.</p> <p>LM will copy revised final draft to members (when he sends it to Simon Purfield) before clearing it with SDC.</p> <p>Meeting agreed the Transport and Communication sections at the meeting</p>	<p>HF/SM</p> <p>LM</p>	<p>By 30/08</p> <p>By 04/09</p>
SDC- printing, analysis and report costs	Meeting agreed that we should request a full report from SDC at an additional cost of £500		
Questionnaire Distribution Plan	AO to co-ordinate distribution of Questionnaire with other members when Questionnaire is received from SDC who will be printing it and the covering letter.	AO	ongoing
Managing Information and Support to contributors	The covering letter will invite people who have any difficulty in completing the questionnaire to contact the Group via the website or by phone for assistance.		

Preparation and distribution of invitation to Landowners	As soon as possible after the Questionnaire has gone out, a request to be sent out inviting any development land proposals.	LM/AO	
Site Assessments – use of Consultants	LM to follow up possible consultants and obtain costs for development site assessments	LM	
Further consultation with Stakeholders	This public meeting phase to take place when we have the full report on the results of the questionnaire from SDC	noted	
Any Other Business			
Funding	We have not made an application for funding for the year to 31 March 2017 or indeed for the year tp31 March 2018.	LM	
Project Plan	We are <u>currently</u> well behind our plan on the Questionnaire and funding by two months. A revised plan is required remembering this has visibility on the website.	ATO/LM/CF	
Roles and Responsibilities	With the new members and the new phase of the planning cycle we need to revisit the roles and responsibilities section of the website as it is now out of kilter with the new reality. Proposed that the roles and responsibilities be aligned with the content of the questionnaire:		
Meetings quorum	Current quorum is 4 members. Recommended this be now increased to 5 members. AO to amend terms of reference	AO	
Date of Next Meeting	tba		