

# Clifford Chambers and Milcote Neighbourhood Plan

## Key points from meeting

Date: Sun 26 <sup>th</sup> February 2017 (1) and continued on Sun 5 <sup>th</sup> March 2017 (2)	Venue: The Jubilee Hall	Time: 11.00 hrs (1) 16.00 hrs (2)
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Members		In Attendance	Associate Members		In Attendance
Les Moseley(Chair)	LM	Y (1 and 2)	Shirley Acreman	SA	N
Chris Fox	CF	Y (2 only)	Sarah Crang	SG	N
Heather Frier	HF	Y (1and 2)	Charmian Evans	CE	N
Sue Marshall	SM	Y (1 only)			
Andy Oakes (Vice Chair)	AO	Y (1and 2)			
John Taylor	JT	Y (1and 2)			
Charles Goody	CG	N			
John Gray	JG	Y (1 only)			

Subject	Action	By	When
Apologies for Absence	Apologies were received from (1) Chris Fox and Charles Goody (2) Sue Marshall, Charles Goody and John Gray	Noted	
Minutes of Last Meeting	The minutes of the meeting of the 25/08/16 were agreed and signed  Actions from previous minutes:  All actions from the meeting of 25/08/16 were completed or expired, except for the following which were continuing:  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.  As soon as possible after the Questionnaire has gone out, a request to be sent out inviting any development land proposals.  LM to follow up possible consultants and obtain costs for development site assessments.  We have not made an application for funding for the year to 31 March 2017 or indeed for the year to 31 March 2018.	AO  LM/AO  LM  LM	See below  See below  See below

	We are <u>currently</u> well behind our plan on the Questionnaire by two months. A revised plan is required remembering this has visibility on the website.	AO/LM/CF	See below
Current Status of Questionnaire	The Questionnaire was taken out of the hands of the NP Group as a whole when the then Parish Council was not happy with its content and effectively took over its formulation in September 2016. With the resignation of the Chairman of the Parish Council in December 2016 and the subsequent resignation of the all but one of the remaining Parish Councillors in January 2017, the Questionnaire came back into the purview of the NP Group with Les Moseley returning to the chair of the NP Group. There had been a number of amendments to the Questionnaire from when the NP Group had last had a view thereof and therefore the NP Group had to review the current version.		
Review of Questionnaire	<p>The changes to the Questionnaire made by the Parish Council were reviewed by members of the NP Group at the meeting (1) and it was agreed to amend the latest version to re-introduce certain aspects that had been excluded. HF volunteered to amend the Questionnaire and covering letter to reflect the discussions and agreements reached at the meeting and distribute to the NP Group members for review and comment.</p> <p>Members of the NP Group to review revised Questionnaire and covering letter and feedback comments to HF so that HF could prepare a final version for approval at the next meeting.</p> <p>At the next meeting (2) on 05/03/17, the Questionnaire was further discussed and developed further and again HF undertook to update the Questionnaire with the various agreed amendments and additions and send out to the NP Group members for final review.</p> <p>Final version of Questionnaire and covering letter to be sent to Matthew Neill of SDC for review and comment.</p>	<p>HF</p> <p>ALL</p> <p>HF</p> <p>LM</p>	<p>By 28/02/17</p> <p>By 02/03/17</p> <p>By 08/03/17</p> <p>By 09/03/17</p>

Funding	JT to assist LF by commencing application for funding online	JT	tba
Questionnaire distribution	Expected to be before end of March 2017. AO to co-ordinate distribution with NP Group Members	AO	31/03/17
Invitations for developments land proposals.	The meeting noted that this invitation had been sent to all email addresses in our database on 06/02/17. A number of proposals have been received which will be discussed at the next meeting.		
Roles and Responsibilities	To be discussed and agreed at next meeting	ALL	tba
Website Plan	To be discussed at next meeting	AO/LM/CF	tba
Date of next meeting	TBA		