

# Clifford Chambers and Milcote Neighbourhood Plan

## Key points from meeting

Date: Mon 29 <sup>th</sup> February 2016	Venue: The Jubilee Hall	Time: 19:45 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	Sarah Crang	SG	N
Heather Frier	HF	N	Charmian Evans	CE	N
Les Moseley	LM	Y	Charles Goody	CG	N
Andy Oakes (Vice Chair)	AO	Y			
Nicky Stratton	NS	Y	Guest		
John Taylor	JT	Y	Stefan Buczacki	SB	Y

Subject	Action	By	When
Apologies for Absence	Apologies were received from Heather Frier.	Noted	
Minutes of Last Meeting	The minutes of the meeting of the 08/02 were agreed and signed.  Items not covered on the Agenda: LM to pass details of everyone who hires the Jubilee Hall to SC.	LM	14/03
Progress Made Since Last Meeting	Sports & Leisure, Young People & Education, and Healthcare HF had circulated to the Steering Group a comprehensive report plus associated documents however due to technical issues the report had not been received in time to discuss during the meeting.	All	11/04
Housing Needs Survey	235 Packs had been delivered to LM and distributed to all households and businesses within the Parish. An additional 20 packs had been received which were delivered to Stratford Garden Centre, The New Inn, and Alscot Estate.  An email to be distributed to act as a reminder to complete and return the surveys to Sarah Brooke-Taylor.	Noted  AO	  15/03
Funding/Expenses	PN had circulated an Expenses sheet to everyone. Once completed it needs to be passed to Stefan who will organise for a cheque to be raised. All invoices to be made out to Clifford Chambers & Milcote Parish Council. As Nigel Kitchener, Deputy Chairman of the PC is a signatory, he will	All  PN	Ongoing  Ongoing

	<p>pass details to PN who will keep a running total of expenses.</p> <p>PN to provide Laurence Salmon with details of hours to be billed for use of the hall.</p>	PN	14/03
Website	<p>The website is nearly complete. AO to provide the Steering Group with log in details.</p> <p>SB to mail his Chairman's reports to AO who will upload to the website.</p> <p>It was agreed to keep the original picture</p> <p>Expected live date - 15<sup>th</sup> March.</p>	AO  SB  Noted	07/03  14/03
Project Plan	A detailed project plan to be produced in accordance with the Terms of Reference and checked against the journey document.	CF	07/03
Communication	<p>It was agreed to close the CCandM Steering Group Facebook page and the cliffordchambersmilcoteplan@gmailcom email address as they are no longer needed.</p> <p>SB will contact Sally Abell to request an allocated space within the Clifford News dedicated to the Neighbourhood Plan. AO to produce a monthly update and send to Stefan by the 12<sup>th</sup> of each month. Editors of the newsletter must agree not to make any changes to the update.</p>	AO  SB  AO  SB	14/03  17/03  Ongoing  17/03
Open Forum Events	<p>The Open Forum Events have been successful with 61 members of the community attending. Feedback from those present has been extremely positive. Responses (under the headings provided) were passed to SA for analysis.</p> <p>It was agreed to keep to the same format for the event planned for the 16<sup>th</sup> March.</p> <p>PN to contact Anne Dyde to confirm arrangements for the Seniors - it was agreed that refreshments would be tea, coffee and cake.</p> <p>In order to attract a wider cross section of the community (especially young families and those in the 40 - 50 age bracket) an additional event will be organised for the 10<sup>th</sup> April between 3pm and 5pm.</p> <p>An email to be sent to everyone advising them of these two events plus posters on the noticeboard.</p> <p>The subcommittee to meet on the 9<sup>th</sup> March to discuss arrangements.</p>	Noted   PN  All  AO  AO/LM/JT/PN	   07/03  10/04  12/03  09/03
Steering Group - Recruitment	During the Open Forum Events the group to identify possible interest from members of the community who would like to join the	All	

	Steering Group or an associated working party.		
Any Other Business	It was agreed to amend the Terms of Reference to 4 members to make a quorum. PN & NS to attend the Community First Oxfordshire Neighbourhood Planning Event - PN to apply to the Clifford Chambers Charity for funding.	PN/NS  PN	16/03  14/03
Date of Next Meeting	Monday 11 <sup>th</sup> April, 19:45 in the Jubilee Hall	Noted	