

Clifford Chambers and Milcote Neighbourhood Plan

Key points from meeting

Date: Tuesday 30 th May 2017	Venue: The Jubilee Hall	Time: 18.30 hrs
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Members		In Attendance	Associate Members		In Attendance
Les Moseley(Chair)	LM	Y	Shirley Acreman	SA	N
Chris Fox	CF	Y	Sarah Crang	SG	N
Heather Frier	HF	N	Charmian Evans	CE	N
Sue Marshall	SM	??			
Andy Oakes (Vice Chair)	AO	Y			
John Taylor	JT	Y			
Charles Goody	CG	Y			
John Gray	JG	N			

Subject	Action	By	When
Apologies for Absence	Apologies were received from Heather Frier and John Gray	Noted	
Minutes of Last Meeting	<p>The minutes of the meeting of the 15th May 2017 were agreed and signed</p> <p>Actions from previous minutes:</p> <p>LM to follow up possible consultants and obtain costs for development site assessments.</p> <p>Roles and Responsibilities: To be discussed and agreed at next meeting</p> <p>Website Plan: To be discussed at next meeting</p> <p>Development sites/surveys: Owners who proposed development sites were contacted by email on 20.05.17 to reconfirm their interest and advise survey where appropriate.</p> <p>Community Consultation: Group to agree dates for public meeting and possible settlement boundaries at the next meeting.</p>	<p>LM</p> <p>AO/LM/CF</p> <p>LM/AO</p> <p>ALL</p>	<p>Continues</p> <p>See below</p> <p>See below</p> <p>Action complete</p> <p>continues</p>
Questionnaire responses	A total of 97 Questionnaires were completed and returned for analysis by SDC. Initial topline results were received		

	from SDC on 22 nd May. The meeting discussed these topline results and agreed that we needed to put these out for public consumption. It was further agreed that we should await the final full report and base the public presentations on that document which is expected to be available by mid June.		
Outstanding Actions	Roles and Responsibilities and Website Plan actions from previous meeting were not discussed and are continuing actions (see above)		
Other items	The meeting agreed that the first sentence of clause 3.6 of the Terms of Reference for the Steering Group should be amended to read "Three members shall constitute a quorum at meetings". The website document to be updated as soon as possible.	AO	
Date of next meeting	TBA		