

CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of the Steering Group (Meeting 1) Tuesday 6 March 2012 at 7-30pm

Present :- Tony Blackmore, Ellen Bryan, Paul Leeming, Owen Milligan, Zandra Moore & Steven Wicks.

Apologies:- Peter O,Brien

ITEM 1- Group terms of reference. Tony Blackmore & Owen Milligan outlined the Parish Councils terms of reference for the Steering Group. It will be known as the Clifford Neighbourhood Plan Community Group (CNPCG) and consist of 7 members, 3 Parish Councillors and 4 other members of the community. The group to provide its own administration but can use the Parish Clerk for advice. All reports and meeting minutes to be copied to the Parish Clerk for storage on the PC server. An initial £250 to be made available to cover any short term payment requirements until the new financial year starting in April. Tony Blackmore to chair the group and report monthly to the Parish Council.

ITEM 2- Group members introduction. Members gave a potted history of their experience and reasons for volunteering. Steven Wicks expressed some doubts to his possible roll and long term commitment.

ITEM 3- Statutory requirements. A brief outline of the statutory process required for the Neighbourhood Plan (NP) was discussed but left on the file for more detailed consideration.

ITEM 4- North East Leeds Neighbourhood Plans Project Board. An outline of the board and its work was presented by Tony Blackmore a member.

ITEM 5- Producing the plan. A copy of the draft guidance produced by Andrew Birkbeck a Leeds City Councils Localism Officer was presented to the group for future consideration.

ITEM 6- Designation of sub groups. These groups to be known as Focus Groups to be established to cover Communications, Heritage & Preservation, Development, Infrastructure and Social & Leisure. Other issues to be covered would be discussed later. The Chairman to communicate with all who volunteered at the public meeting to engage their services for the Focus Groups.

ITEM 7- Timetables. There was no discussion on this item.

ITEM 8- Reporting templates. Peter O,Brien to be asked to look at this item on behalf of the group.

ITEM 9- Allocation of responsibilities. Ellen Bryan agreed to take minutes of the meetings. Zandra Moore to look into communications via a web site or the PC web site.

ITEM 10- AOB. There was no other business.