

CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of the Steering Group (Meeting 2) Monday 2 April 2012 at 7-30pm

Present :- Tony Blackmore, Jane Davies, Christine Evans, Paul Leeming, Owen Milligan, David Mills & Peter O'Brien.

ITEM 1 – Apologies for absence. There were no absences.

ITEM 2 A – Minutes of the last meeting. These were approved as a true record.

ITEM 2 B _ Matters arising. 3 members had resigned since the last meeting. These have been replaced by Jane Davies, Christine Evans & David Mills.

ITEM 3 A - Focus Group. Communication had been made with all those who volunteered at the open meeting (Volunteer list CNPCG 8/2/2012) asking for participation on one or more of the Focus Groups, a good response had been forthcoming so that an experienced basis was available for all focus areas. Names of all group members can be seen on “Volunteers 28/3/2012 (updated 2/4/2012)”.

ITEM 3 B - Focus Group. It was agreed that meet the team evening(s) should be arranged for all the groups. An outline of the procedures to be followed to produce their part of the plan would be presented and discussion held on the scope of each group. Paul Leeming & Tony Blackmore to action.

ITEM 3 C - Focus Group. Terms of reference. It was agreed that those already presented to the volunteers (Volunteers 28/3/2012) be used as a basis and that each Focus Group be asked to look at these and suggest any changes. Also they be requested to produce a timetable of what they can achieve.

ITEM 3 D - Focus Group. Terms of reference. The leaders of the Communications and Development groups to be invited to the next Steering Group meeting for discussion on their terms of reference. T Blackmore to assist each group with relevant background information.

ITEM 3 E - Focus Group. Titles. It was considered that two of the groups be renamed to give a better perspective of their focus. It was agreed that Heritage & Preservation be changed to Culture, Heritage & Place. Social & Leisure changed to Community & Leisure.

ITEM 3 F - Focus Group. Reporting template. A template was provided by Peter O'Brien and it was agreed that he should develop this for presentation to the groups.

ITEM 4 A - Future strategy. Terms of reference. A set of terms for the production of the NP was presented by T Blackmore for discussion. These were thought to be a good basis, P Leeming to look at these and modify as required to make them more robust. To be ready for approval at the next meeting.

ITEM 4 B - Future strategy. It was agreed that a Project Plan was an immediate requirement so that detailed plans could be put into in to action. An example plan was considered a good starting point, it was agreed that this should be developed for presentation to the Steering Group by David Mills and Tony Blackmore.

ITEM 5 A - Timetables. Dates to be added to the above project plan (Item4B) as a starting point. T Blackmore to try and determine possible referendum dates as a datum.

ITEM 6 A - North East Leeds Neighbourhood Plans Project Board (NELNPPB). T Blackmore gave a brief outline of what was being considered by the board. It was also agreed that he would forward minutes of their meetings to the Steering Group.

ITEM 7 A - Reporting templates. These were discussed at Item 3 F above.

ITEM 8 A - A.O.B. Parish Directory. It was agreed that Owen Milligan would prepare an insert and forward to the Parish clerk by 4 /4/2012.

ITEM 8 B - A.O.B. Outlook magazine. Jane Davies to prepare a report for outlook and forward to the editor in time for the May issue.

ITEM 9 - Date of next meeting. This to be held Thursday 19 April at 7-30 pm. Venue to be advised.