

## CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of the Steering Group (Meeting 3) Thursday 19 April 2012 at 7-30 pm

Present:- Tony Blackmore, Jane Davies, Christine Evans, Owen Milligan, David Mills, Peter O'Brien (from 8-45pm ) & Evan Passaris by invitation at 8-30 pm.

ITEM 1 – Apologies for absence. Paul Leeming & Peter O'Brien.

ITEM 2 – To confirm minutes of last meeting. Minutes of meeting 2 were approved.

ITEM 3 – Matters arising from meeting 2 minutes.

Re item 3B – A meet the groups evening and presentation had been held on Tuesday 17 April 2012. A presentation on the broad outline of our neighbourhood planning process and the Terms of Reference & Working Arrangements for the Focus Groups was given by Paul Leeming. It was generally thought that the evening was successful.

Re item 3F – The reporting template for consideration was thought to be a little too onerous for at least the early stages of the Focus Groups reporting. An alternative to be supplied by Evan Passaris will be offered for consideration.

ITEM 4 – Terms of Reference (TOR) for CNPCG. The TOR and Working Arrangements circulated were approved for issue subject to a paragraph covering Equality and Ethnic issues being added. TB to action.

ITEM 5 – Timetables. A plan produced by DM & TB had been previously circulated. This indicated that a target referendum of May 2013 was not achievable. It was agreed that the Focus Groups be requested to produce a similar plan for their area of focus which could filtered into the overall plan, this would require additional milestones being added but would allow for realistic target dates to be set. The Steering Group to consider what these additional milestones should be.

It was agreed that plans for both the Steering and Focus Groups would only be updated or modified by a one group representative with a substitute available.

ITEM 6 – Communications Group plan. This was not discussed due the lead member being unavailable.

ITEM 6A – Development Group Plan. Evan Passaris discussed his understanding of the NP process. He agreed to look at the legislation and come up with a plan to meet the criteria for both the Development Group and overlapping area's.

TB to supply EP with contact phone numbers of his group.

ITEM 7 – Payment for web maintenance. This has been passed to the PC.

ITEM 8 – A.O.B. A - There was a reported need for a comprehensive glossary of

terms used in the NP process. TB to discuss with Andrew Birkbeck.

B – It was agreed that the engagement of young people in the process was a prerequisite, whilst the wider issue of this would be for the Communications Focus Group it was felt that C.E should sow the seeds where possible during her day to day contact with local schools and facilities ( Martin House and St Johns ).

C – A need will arise for group members to contact various young people's groups. To ease this process it was agreed that an introduction letter would be beneficial for the group members involved. C.E to draft.

D – The next Steering Group meeting to concentrate on meeting the lead members of the Culture, Heritage & Place, Community & Leisure and Infrastructure Groups. Possible date 3 May 2012.

E - Focus Group leaders to be invited to discuss the groups idea's to date and progress on the Project Plan for their group. A target date of end May. T.B to facilitate.

ITEM 9 – Date of next meeting. Thursday 3<sup>rd</sup> May at 7-30pm. Parish Rooms St Edwards Church.