

CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of the Steering Group (Meeting 4) Thursday 3rd May at 7-15 pm.

Present:- Tony Blackmore, Jane Davies, Christine Evans, Paul Leeming, Owen Milligan, David Mills, Peter O'Brien. Part meeting by invitation Mike Suggate, John Carpenter, Revis Davidson and Steve Bonnelle.

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

ITEM 1A – To confirm minutes of last meeting. Minutes of Meeting 4 were approved.

ITEM 2 – Matters arising from minutes of Meeting 3.

Re item 3F Meeting 2 - The reporting template had not been received from Evan Passaris, a reminder had been sent.

Re item 4 – Terms of Reference and Working Arrangements had been updated with a paragraph covering Equality and Ethnic issues. This had been forwarded to all group members.

Re item 5 – The Steering Group to have a meeting to consider further development of their Project Plan.

Re item 8A – A link to a Comprehensive Glossary of Terms had been forwarded to members of all groups.

Re item 8B – Christine Evans reported that she had received a good response from Martin House and St Johns School both wishing to have involvement in the development of the plan. Named contacts to be forwarded to interested group leaders.

Re item 8C – Christine Evans had supplied thoughts on the content of introduction letters for group(s) members when contacting young person groups.

Re item 8E – A meeting had been arranged for 31st May 2012 so that Focus Group leaders could report their progress to date and present Group Project Plans.

ITEM 3 – Report from Leisure and Community Focus Group.

Mike Suggate reported on behalf of the group, details can be seen appended as meeting minutes previously presented by Ellen Bryan.

The next stage was to identify all the groups that existed in the Parish. It was suggested by the meeting that this should be extended to look at facilities that can be used but are outside the village, then make an audit of what is available and the accessibility.

Due to holidays and unavailability until early June the group has limited resources but progress was being made.

ITEM 4 – Meet John Carpenter leader Culture, Heritage and Place Focus Group.

John reported that they had recruited two additional members Sue Park and Peter Norman.

Group had held two meetings and were using the Unitary and Conservation plans as a basis.

It was confirmed at the meeting that wild life and habitat was part of the brief. Also the context of “culture” in the brief was outlined.

ITEM 5 – Meet Revis Davidson leader Capacity, Infrastructure & Services Focus Group.

Revis presented a comprehensive list of thoughts for discussion, these had been forwarded to group members for use at the first meeting of the group to be held 8th May 2012, the group members had been requested to come up with their ideas to add to the discussions.

Discussions took place on the plan making process outlining the need to ensure that all evidence presented was based on factual information and not anecdotal.

ITEM 6 – Meet Steve Bonnelle leader Communications Group.

Steve reported that the group were waiting for information to communicate, they had ideas on possible lines of communication and how to present data received. It was agreed that Tony Blackmore contact Chris Allen and set up a meeting with Steve to get some data entered onto the web site so that the site could go live before end May.

Steve to look at Survey Monkey as a possible means of data analysis from both the web site contacts and a possible Parish survey/questionnaire.

ITEM 7- Confirm Terms of Reference. These were confirmed for the Steering Group, Focus Groups to be asked to confirm at the meeting to be held 31st May 2012.

ITEM 8 – A.O.B. It was suggested that a presentation/display be held at both the jubilee celebrations at the cricket club and the village show, Jane Davies to book space at both events. Communications and Heritage Groups to service.

Date of next meeting. This to be held on Thursday 24th May at 7-30pm in the Parish Rooms St Edwards Church.

