

CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of the Steering Group (Meeting 8) Thursday 28th June at 7-30pm.

Present:- Tony Blackmore, Jane Davies, Christine Evans, Paul Leeming & Owen Milligan.

ITEM 1. Apologies for absence received from P O'Brien.

ITEM 2. Matters from minutes of meeting 7 held 14th June 2012.
The minutes were approved as a true record.

Re Item 5 from meeting 5. The Parish clerk to assist with input of historical data. Going forward this to be carried out by the Leader of the Communications Focus Group.

Re Item 7 from meeting 6. Budget costs on going.

Re Item 9 from meeting 6. The use and structure of the introduction letter to young persons group to be dealt with by Zandra Moore (Communications Group) and Christine Evans as and when required.

Re Item 10 from meeting 6. The reporting template had been forwarded to all group leaders for on going use with a request that where possible historical reports be supplied.

Re Item 11 from meeting 6. All groups had been requested to consider to information they would like to gather via a questionnaire.

ITEM 3. Steering Group membership. It was agreed by the PC that the attendance of Focus Group Leaders by rotation would meet their requirements for the Steering Group constitution.
The new leader of the Communications Group to be invited to the next meeting.

ITEM 4. Communications Group update. A meeting chaired by TB had agreed the way forward for the group with Zandra Moore becoming group leader.

ITEM 5. Report from area board meeting 19th June 2012. Details can be seen in the minutes of Neighbourhood Plans Project Board meeting 7.

ITEM 6 . Plan structure. A draft structure prepared by PL was discussed and agreed this would be forwarded to Focus Groups as a guide. The groups to be directed to concentrate their efforts on sections 2 and 3. Document reference "Clifford Parish NP Draft Structure".

ITEM 7. Questionnaire. A timetable for the production of an information gathering questionnaire was agreed. Requests from the Focus Groups to be received by 27th July 2012. Document to be prepared and ready for distribution 17th September. Results to be analysed and ready for presentation mid October.

Possible reward draw to be offered for return of completed

questionnaires.

ITEM 8. Open meetings/events. It was agreed that a stand alone open event should be held mid October. The event to present the analysis of the questionnaires and have other themed presentations for public participation and comment.

ITEM 9. A.O.B. LCC have announced that site allocation will go ahead with or without NP being in place or PC agreement. It is intended that site investigations will be taking place between now and the end of the year with a view to these being published early 2013.

It was agreed that we need to be part of the process and that we should look at the SHLAA and other potential sites for discussion.

It was agreed that we need to start a dialogue with Boston Spa as many of the potential development sites in Clifford Parish abut existing BS developments. Also many of services used by Clifford residents are located there. Representative of the steering Group to arrange a meeting with BS representatives, TB to facilitate.

ITEM 10. Date of next meeting. This to be held at 7-30pm Thursday 2nd August 2012 in the Parish rooms St Edwards Church.