

## CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of Steering Group (meeting 11) held Thursday 30<sup>th</sup> August 2012

Present:- Tony Blackmore, John Curtin, Paul Leeming, Owen Milligan, Zandra Moore and Christine Carey.

ITEM 1 Apologies for absence had been received from Jane Davies.

ITEM 2 Matters arising from minutes of meeting 10 held 16<sup>th</sup> August 2012.

The minutes were approved as a true record.

Re Item 5 from meeting 5. The Communications Group had decided that they would not go ahead with an additional web site due to setting up costs and time constraints required for updating. A BLOG was to be started to replace.

Re Item 4 from meeting 9. Contact had been made with Bramham NP Group and a meeting is to be set up. TB, OM and PL to attend on behalf of the Steering Group.

ITEM 3 Questionnaire.

Christine Carey presented version 2 of the proposed questionnaire, this was discussed in detail with minor modifications taking place. The revised edition to be circulated to the Steering and Communications Groups by Thursday 6<sup>th</sup> September for final confirmation before forwarding to the printers on the 7<sup>th</sup> September. Printed questionnaires to be collected Wednesday 12<sup>th</sup> September. The group thanked Christine and her husband for the quality of their work.

It was agreed that the Questionnaires be identified by distribution area so that a chase up exercise could be carried out if thought desirable. Identification to be carried out by TB and OM.

A lucky dip draw was agreed, this to be made at the open day. Entry to the draw to be offered for completion of Questionnaires. Four £25 prizes to be awarded.

ITEM 4 Introduction letter with Questionnaire.

An introduction produced as part of the Questionnaire brief to be used as the basis of the letter, this to be made user friendly by JC. It also to contain a tear off strip to be used for the draw. Assurances on the anonymity of returns to be reiterated.

ITEM 5 Presentations/displays for open day.

TB to talk to group leaders and prompt prior to meeting to be held Thursday 20<sup>th</sup> September.

ITEM 6 AOB.

Group Questionnaire/prompt document, this to be completed by JC and discussed at the next meeting along with the allocation of responsibility.

Date of next meeting , this to be held 20<sup>th</sup> September 2012.