

## CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of Steering Group (Meeting 12) Thursday 20<sup>th</sup> September 2012

Present :- Tony Blackmore, Ellen Bryan, John Carpenter, Revis Davidson, Paul Leeming, Owen Milligan and Zanda Moore.

ITEM 1. Apologies for absence were received from John Curtin and Jane Davies.

ITEM 2. Matters arising from minutes of meeting 11 held 30<sup>th</sup> August 2012.

Minutes of the last meeting were approved.

It was agreed that outstanding items from previous meetings be carried forward until after the open day. For reference these to be :-

- A. Communications with neighbouring Parish Groups.
- B. Circulation and approach for organisations data gathering exercise.

ITEM 3. Household Survey.

These had been delivered to all residences in the Parish by Parish Councillors. Completed returns required by the 5<sup>th</sup> October.

ITEM 4. Open Day.

A. Advertising, TB to provide article for Outlook, ensure information appears in the Wetherby News, supply details for broadcast on local radio and arrange for all local NP Groups to be made aware including statutory bodies (action via Andrew Birkbeck).

B. Presentations, all groups agreed their presentations and requirements, these were all able to be resolved within available sources. Any further requirements to be advised to TB. Communications and Steering group to liaise as required to address any short comings prior to event.

C. All groups to be contacted to ensure sufficient group members available to service presentations and meet domestic requirements.

TB to facilitate.

ITEM 5. Organisation survey.

John Curtin and Paul Newman along with Ellen Bryan to be requested to complete this and the introduction letter. Document to be discussed with Jane Davies so that it can be introduced at the open day. JD to be responsible for the organisation of the survey in conjunction with JC and the Community and Leisure Group.

ITEM 6. AOB

There was no other business.

ITEM 7. Date of next meeting.

This to be arranged after the open day.