

## CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of Steering Group (Meeting 14) Friday 11<sup>th</sup> January 2013.

Present :- Tony Blackmore, Adrian Cairns, John Curtin, Jane Davies, Paul Leeming, Owen Milligan and Pete O'Brien.

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

ITEM 2 - Matters from minutes of Meeting 13 held Wednesday 14<sup>th</sup> November 2012

Minutes of Meeting 13 were approved.

Re Item 3 from Meeting 13. Adrian Cairns had agreed to join the Steering Group, he was welcomed to the meeting.

Re Item 5 from Meeting 13. A presentation of the Questionnaire analysis had been given to the Steering Group on the 27<sup>th</sup> November by Christine and Jonathan Pickup. A copy had been forwarded to Focus Group leaders who had been requested to treat as confidential.

The Open Day data was not in a consistent format and in need of analysis and collation, John Curtin had agreed to prepare this for the next meeting (Meeting 14).

Re Item 8 from Meeting 13. LCC reported at the Area Board meeting on 4<sup>th</sup> December 2012 they would not be giving any guidance on NP presentation or presentation documents. It would be up to each designated area to make their own template.

ITEM 3 Open Day and Questionnaire comments analysis and resulting actions.

The data supplied by JC in his analysis of the narrative responses from the Questionnaire and Open Day was considered to be on the right lines but needed a bit more work on the categories used. PL to look through and audit before completion of analysis. The details to be put into a presentation format for the meeting 22<sup>nd</sup> January 2013.

ITEM 4 Organisations Questionnaire.

A few more returns were awaited but were due in the next 2 weeks. The results were then to be analysed and be put together in a separate report. To be completed JD and JC.

Results regarding schools, public transport and health to be subject to discussions with Boston Spa and Bramham NP Groups.

ITEM 5 Focus Groups status and membership.

The results from the Questionnaire and open day generally indicate a high degree of satisfaction with the parish and village. A number particular issues had been raised and these were in need of further exploration.

It was agreed that the next stage of the plan process should be to continue the analysis of the data collected and further investigate the issues raised. To this end the Focus groups would benefit from some changes in focus and amalgamation to reflect the issues raised in the Questionnaire and at the Open Day.

During the next stages of the process it was agreed that a member of the Steering Group attend all Focus Group meetings in an advisory capacity and to ensure that good lines of communication were achieved.

Suggested groups make up for discussion at the all groups meeting 22<sup>nd</sup> January 2013 is appended as Focus Groups 2013.

ITEM 6 Register of Members Interests.

The template provided by the Parish Clerk to be used and introduced at the meeting 22<sup>nd</sup> January 2013.

ITEM 7 Meeting 22<sup>nd</sup> January Agenda.

It was agreed that the attendance of Andrew Birkbeck or Ian McKay (LCC) would be helpful at this meeting to give guidance as we were entering a new phase of the plan.

ITEM 8 AOB

There was no other business.

ITEM 9 Date of next meeting

This to be held at 7-30 pm Wednesday 30<sup>th</sup> January 2013 in the Parish rooms St Edwards.