

CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of Steering Group (Meeting 26) held on Tuesday 19th November 2013.

Present :- Tony Blackmore, John Curtin, Jane Davies, Revis Davidson, and Owen Milligan.

ITEM 1 Apologies for absence.

These were received from P O'Brien

ITEM 2 Matters arising from minutes of previous meeting (Meeting 25).

Re Item 3 para 4. Heather Suggate had been informed of the information gathered at the open day regarding the village hall/village green. She reported that this was to be discussed with LCC assets department.

Re Item 5. Contract details had been discussed with Nick Hurst. A purchase order to be given with a price for each element of the project, details to be discussed at the end of the project for confirmation. An invoice to be submitted for payment.

Re Item 6. Mr William Allen and Mrs Doreen Swain had agreed to join a team for the projects covering cycle/pathways and public transport.

ITEM 3 Review of revised (Dando review) plan document.

The work on the review had not started due to illness and Item 5 been given priority.

ITEM 4 Review of "time line" plan updated by Nick Hurst.

A good start had been made but it was felt that there was a possibility of duplication if part of the presented proposal was used.

TB & JC to meet with NH to discuss possible alternatives.

ITEM 5 Actions from issues matrix.

JC reported that the initial thoughts on catching all the issues we have captured with the back up evidence was proving to be a much larger task than anticipated. It was agreed that the document in its current status should be tidied up and presented to the Steering Group so that an initial view of the work required to fill the gaps on the NP could be assessed. Back up evidence to be furnished as required. JC to attempt to distribute current status during w/c 25/11/13.

ITEM 6 Young person's consultation.

JD to establish a number of possible questions for a young person's household survey. The questions to be used as the basis of a meeting with Jane Green and senior pupils at the comprehensive. Selected pupils to be invited to produce a "junior questionnaire" to be distributed all households in the parish.

Focus group meetings to be set up with young person's groups in the community, these to be identified but will include scouts and guides.

The young person's report produced by Boston Spa to be used for guidance.

ITEM 7 Communications methods – Jane Davies update.

Iain King had kindly looked into advertising signs to be posted around the village to enhance the NP marketing campaign. It was the general opinion that the costs involved could be better used. A previous analysis carried out at the first open showed that only 14% of visitors were made aware of the event by poster, this followed a fairly high profile poster event. The use of Outlook and leaflet drops had proved to be more effective, however it was thought that these could be improved and more focussed.

ITEM 8 AOB.

Sample motifs for use on NP articles, leaflets and other communication documents were considered, one being selected for enhancement. JC to have available for the next meeting.

A forth coming community questionnaire on the need for affordable housing was discussed. It was felt that the findings from the NP questionnaire and responses at the open events along with the housing allocation for the area would give a far better view than anything that would be obtained by individual returns completed without constructive background information. This to be raised at the PC meeting to be held 20th November 2013.

ITEM 9 Date of next meeting.

This to be held Wednesday 11th December 2013 at St Edwards.