

CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of the Steering Group (Meeting 9) Thursday 2<sup>nd</sup> August 2012

Present:- Tony Blackmore, Ellen Bryan, John Curtin and Paul Leeming

ITEM 1. Apologies for absence were received from P O'Brien and Owen Milligan.

A letter of resignation had also been received from Christine Evans

ITEM 2. Matters from minutes of meeting 8 held 28<sup>th</sup> June 2012

The minutes were approved as a true record.

Re Item 5 from meeting 5. Andrew Shaw to be asked if he would keep the Parish Council web site up to date with NP information.

Re Item 10 from meeting 6. Group leaders to be reminded to use the reporting template for meeting minutes.

Re Item 9. Focus Group reports on site allocation to be carried forward until the end of September.

ITEM 3. NP Structure / clarification for Focus Groups. Paul Leeming agreed to write an introduction for the plan document as a start for the tone and context. This to be followed up at the next meeting with a view to start adding the basic wordings to the draft already issued.

ITEM 4. Meeting with Boston Spa NP Group . TB, PL & OM had met with representatives of Boston Spa NP Group. Discussions took place around the site allocation process and the need to have a united approach. It was agreed to have further discussions in due course.

ITEM 5. Communications update. The web site now up and running, facebook set up, a poster campaign established and poster design agreed. A presentation to held at the village show to encourage interest in the open event.

ITEM 6. Questionnaire and open event logistics. It was agreed that we should go for a black and white format with around 25 questions. TB to ask the PC for approval to spend around £325 to cover cost. Questions to be ready for Communications Group by 13<sup>th</sup> August, Questionnaire to printers by 27<sup>th</sup> August. Questionnaires to be distributed by 10<sup>th</sup> September, collected/returned by 24<sup>th</sup> September. Open event to be held 20<sup>th</sup> October.

ITEM 7. Questions from Focus Groups. John Curtin and Tony Blackmore to review the groups requests and prepare a list of questions to be given to the Communications Group along with a brief so that the questionnaire can be prepared. This to be completed by 10<sup>th</sup> August.

ITEM 8. AOB. There was no other business.

ITEM 9. Date of next meeting. This to be held Thursday 16<sup>th</sup> August at 7-30 pm St Edwards Parish Rooms.