

CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of the Steering Group (meeting 10) held Thursday 14th August 2012

ITEM 1 Apologies for absence had been received from P O,Brien

ITEM 2 Matters arising from minutes of meeting 9 held 2nd August 2012.

The minutes were approved as a true record.

Re Item 5 from meeting 5. Andrew Shaw had agreed to update the Parish Council web site with NP information.

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

Re Item 4 from meeting 9. Following the introductory meeting with Boston Spa NP group it was agreed a similar one should be set up with Bramham NP group. TB to facilitate.

Re Item 9 from meeting 9. All Parishes in the Wetherby and Harewood wards had been invited to a meeting 6th September to discuss site allocation. This to be reported upon prior to Focus Group reports being considered.

ITEM 3 Questionnaire and Open day.

The brief for the questions was approved for forwarding to Communications Group and a time table supplied by them was agreed.

A letter to go with the questionnaire to be drafted by the Communications Group and to be approved by the Steering Group along with a draft of the questionnaire at a meeting to be held 30th August. This meeting to be attended by the Communications and Steering Groups along with the questionnaire facilitators.

The need for CRB checking of persons dealing with public during the process was discussed, it was felt that there was no need to make special requirements in this instance above those taken to contact WISE to assist any elderly persons as required.

Owen Milligan to supply delivery rounds used by the Parish Council for distribution of questionnaires, these to be used for serial numbering of the questionnaires so that a balance of geographical responses can be checked and any light areas followed up. The Parish Council to be asked to distribute, with help if required.

Full timetables/actions can be seen on the appended Communications Group meeting minutes.

October issue of Outlook to have an insert asking if the questionnaire has been completed and returned. TB to action.

TB to write to all Focus Groups to follow up request asking what their input will be for the open day.

ITEM 4 Communication with Organisations.

Discussions took place around the context of communication with Schools and other organisations within the Parish with particular reference to St Johns School.

It was agreed that these should all be handled very diplomatically and that wherever possible a once only approach be made which covered all aspects of the neighbourhood planning process.

A draft template/prompt document outlining a possible approach was being produced by John Curtin and Paul Newman this to be considered by the Steering Group at the next available meeting. The possibility of having an “ambassador” involved in all sensitive approaches to organisations to also be discussed. Focus Groups to be requested to wait for the results before making contact.

ITEM 5 Steering Group contribution to open day.

Discussions took place around possible ideas but it was thought that areas could be selected which the parish would expect to be covered and were not part of presentations by the Focus Groups. This topic to be agenda item for the meeting to be held 30th August when details from the groups was available.

ITEM 6 NP document structure.

It was agreed that a start should be made on putting together ideas on the structure and context of the presentation document. Jane Davies to work on this with Paul Leeming in the first instance for the technical content and then with 2 or 3 others to be recruited from Focus Groups. TB to approach possible persons already identified.

ITEM 7 AOB.

John Curtin was asked to join the Steering Group to which he agreed.

ITEM 8 Date of next meeting (s).

Special meeting to discuss draft letter and questionnaire to be held Thursday 30th August 2012 at 7-30 pm St Edwards Church Parish Rooms.

Focus Group leaders meeting to discuss open day presentations and any other points they wish to raise to be held Thursday 20th September 2012 at 7-30 pm St Edwards Church Parish Rooms.