

## CLIFFORD NEIGHBOURHOOD PLAN COMMUNITY GROUP

Minutes of Steering Group (Meeting 13) Wednesday 14th November at 7-30pm.

Present :- Tony Blackmore, Jane Davies, John Curtin, Paul Leeming and Owen Milligan.

ITEM 1 - Apologies for absence. These were received from P O'Brien.

ITEM 2 - Matters from minutes of Meeting 12 held Thursday 20<sup>th</sup> September 2012.

Minutes of Meeting 12 were approved.

Outstanding items from Meeting 12 all to be discussed at the current meeting.

ITEM 3 - Steering Group membership.

It was agreed to ask 2 existing members of the Focus Groups if they were available to join the Group. TB to contact.

ITEM 4 - Focus Group status and membership.

It was agreed that the Focus Groups need to be revised to reflect both their current status and the forthcoming change from data collection to data analysis and eventual document writing. This to be revisited once the analysis of the Open Day and outstanding data from the Questionnaire has been presented.

Group members to consider where we stand in the plan process, the Project Plan document to be brought up to date to reflect the position.

Steering Group to meet with Focus Group leaders to resolve group membership once action is completed on the items above.

ITEM 5 - Target dates for Questionnaire and Open Day analysis.

A target date of 27<sup>th</sup> November to be tried for, Communications to be contacted to arrange. It was agreed that the meeting should be limited to Steering Group and presenters.

Communications Group be requested to forward the raw data from the Open Day and Questionnaire, this for potential further analysis and retention as evidence base.

ITEM 6 - Register of Members Interests.

It was agreed that whilst all group members had agreed to the Terms of Reference relative to their groups a Register of Members Interests should be collated to protect members from any potential challenges. Parish Council to be consulted on the format.

ITEM 7 - Organisation survey.

25 organisations had been supplied with survey forms, 8 had been returned after 2 weeks.

John Curtin and Jane Davies with Focus Group members involved to pull together outstanding issues for the completion of the Organisation Survey. This to include actions to consult organisations not yet contacted.

ITEM 8 - A O B

Contact with neighbouring groups to be followed up on completion of the survey(s) analysis. Medical facilities and Schools to be added to those of Site Allocations and Public transport already on the agenda.

LCC to be asked what they will be looking for when formal documents are submitted prior to independent inspection. This to be raised by Owen Milligan at the next Area Board meeting on the 4<sup>th</sup> December 2012.

ITEM 9 - Date of next meeting

A target date of w/c 7<sup>th</sup> January.