Meeting notes of Neighbourhood Plan steering group

23rd October 2013

Venue – Cuckney Village Hall

Present – David Collins, Sheila Brailsford, Caroline Chambers, Mike Smith,

 AJ Ridout, Kym Wright, James Green, Georgina Smith

Apologies from Sylvia Marriott, Richard Bower, Natalie Cockrell, Darren Ridout, K and C Barlow

Sylvia Marriott sent a note to DC to resign from the Steering Group due to family difficulties.

Review of situation up to date

1. Financial

All grant money is approved and Wendy Davies, the PCC clerk is managing it on the group’s behalf.

Mike Smith asked what the grant money could be spent on

James Green replied only on what we have said it would be spent on

Davis Collins said he would send everyone the information on what we are allowed to spend the grant on

M.S asked how are we to manage the balance sheet. We would need regular statements so we could see what we had spent and what was left to fund future commitments.

DC said the three PCCs have agreed to pay Wendy Davies an extra hour each for business related to the Neighbourhood Plan.

JG said that PCCs don’t have to give additional funding.

AJR said that Welbeck Estates might help out

These last two comments were in relation to potential spending on small items such as refreshments at meetings/ consultation events.

1. Status of designation document

This has now been approved by Cuckney PCC, Norton Parish meeting and is due to be presented to Holbeck/Welbeck PCC.

MS asked if this draft could now be accepted.

JG advised that we should wait till Natalie requires it to be done.

1. How do we see this group progressing

AJ – said we are a self appointed group, but the general consensus was that people at the first meeting were invited to put themselves forward at the beginning of the process.

AJ - The steering group was already getting smaller and we need to open it up to more people as there will be a lot of work to do in the future.

AJ – we need to ask people how they want to be consulted, how they want us to communicate with them. We need to ask people if they can help, what expertise there is out there, and what time people are prepared to give to the project.

1. First consultation event

This is at the Aurora fund raising event on 2nd November at Lady Margaret Hall 11am to 3pm, being organized by CC

1. Availability of people to man the stand.

DC said he could do 9.30 to 11 to set up the stand

MS offered to do 11am to 1pm (RB since offered to help)

GS offered to do 1pm to 3pm (CB since offered to help)

AJ said she could come along with her baby

1. Practicalities

JG offered two sets of boards and CC would collect them on the 1st Nov and return them. (Since been arranged that MS do the collection)

DC and AJ promised to provide the stationary necessary

CC offered to arrange the photocopying of the questionnaires by WE when AJ had sent the master copy to her.

1. Questionnaire

This created a lot of debate on what questions should be asked and how the answers should be recorded.

The outcome was 3 questions; what do you like about where you live, what don’t you like, what changes would you like to see happen in the next 15 years.

Age range needs to be recorded and it was finally agreed that the name and address of the person completing the form would be on the back of the questionnaire

1. Boards and maps

 AJ said it was important to have information about the NP on a board and said she would send JG details of the scope and context of the NP to JG to put on one of the boards. The NP process would be done by JG on another board

AJ was also keen that post –it labels were put on a board with ideas from the public about their main concern/ wish

We would put stickers on the map to show where those people questioned actually lived.

It was also identified by the group that some issues raised by the public would not be in the remit of the NP

It was agreed that these should still be noted for future referral.

1. Processing of information

The next meeting with Helen Metcalfe is on 7th November and the information gathered on the 2nd needs processing for that meeting.

It was agreed that DC would get in touch with steering group members to arrange processing the details once it had been collected.

The next steering group meeting is on 7th November with Helen Metcalfe at 6pm Note taker required as MS and GS unavailable

The following meeting will be on January 15th at 7pm

Venues to be confirmed.