

Notes from the Neighbourhood Plan Steering Group Meeting at Radford Semele Community Hall, on 13th June 2017.

Present:

Olly Aries, Judy Steele, Cllr. Brian Friar, Cllr. Brian Follett, Barbara Wyatt

1. Apologies for Absence - Ed Coombs

2. AOB – there were no additional agenda items.

3. Committee posts

Judy Steele to be the Social Secretary.

4. Actions

- a) Olly tabled a Committee Action Tracker spreadsheet dated 13/6/17 that was reviewed by the group. Item No. 6 (discussion with Sarah Brook-Taylor) was removed from the list as it was unnecessary. Olly to update the tracker and upload it to OneDrive folder.
- b) The Parish Council's web site to be updated to include details of the NP group, its' aims and the NP process, together with notes from the various NP Group meetings. Brian Friar and Brian Follett to prompt the Parish Council's chairman and clerk.

5. Housing Needs Survey

- a) The survey forms are being delivered around the parish and this should be completed by 17th June. Spare forms to be left with the Social Club, the Shop and the Post Office. The forms have to be returned by 3rd July and the report should be available around 10 weeks later.
- b) A note about the survey and the NP Group to be posted on the Radford Semele's Community Facebook page, the FoRGE newsletter and the Parish Council's web-site. Judy Steele to follow up.

6. Kirkwell Consultants

- a) The Parish Council has approved the appointment of Kirkwells subject to there being a brake clause in the contract to terminate their services should the grant funding not be available.
- b) A draft contract has been received from Kirkwells. This is to be reviewed by the NP Group and a copy sent the clerk to the Parish Council. Brian Friar to arrange this. Brian asked the question, in the event of termination of the contract what would be the Parish Council's liability. Olly to discuss with Kirkwells.
- c) Once the draft contract has been agreed by the Parish Council's chairman and clerk Kirkwells are prepared to meet up to sign the contract to help speed up the process.

7. Grant Funding

- a) The initial 'expression of interest' application form from Locality to be completed by Olly and then e-mailed back to them. It was agreed that Brian Friar, as NP Group chairman and a parish councilor, would be the main contact with Locality.
- b) Once the Kirkwells contract is signed the main grant application form can be completed. Olly to start this process with the help of Kirkwells and input from other NP Group members. Note this form is completed and submitted on line and there is a 30 day time limit on its submission following first receipt of the application form.

8. Terms of Reference

This was not discussed at the meeting but should be noted that the TOR was approved by the Parish Council in May.

9. Launch Event

- a) This would be held after the HN Survey report is available and probably around late August or early September time.
- b) Some ideas for the event could be based on the recent NP launch in Leamington (Barbara Wyatt to review).
- c) Prior to a launch event it is proposed to contact all groups/clubs within the parish to explain the NP process and its aims and to seek wider support for those people interested in being involved. This also applies to businesses.
- d) A list of all groups, clubs and businesses needs to be compiled by the NP Group. The Parish Council web site has a list but is probably incomplete. Judy Steele to contact Marguerita Dove who it is thought is already compiling a list.
- e) The list in d) should have e-mail addresses and but we need to get their permission to use these addresses.
- f) If possible arrange to meet all groups/ businesses prior to the main launch. Date to be reviewed. Judy Steele to draft a letter to groups for them to meet with the NP Group at the appropriate time.
- g) To help promote the NP Group consideration should be given to setting up a separate web site for the NP group or just rely on the Radford Semele Community News Facebook page. Olly to investigate and report back.

Date of next meeting

Tuesday 11th July, 8.00pm at the Community Hall.

Notes prepared by Cllr B Follett