

Notes from the Neighbourhood Plan Steering Group Meeting at Radford Semele Community Hall, on 9th May 2017.

Present:

Olly Aries, Judy Steel, Cllr. Brian Friar, Cllr. Brian Follett

1. Apologies for Absence - Ed Coombs, Barbara Wyatt.

It was decided that at future meetings the AOB items would be declared after the Apologies were noted.

2. Committee posts

Chairman – Olly Aries

Vice-chairman and Treasurer – Cllr. Brian Friar

Secretary – Cllr. Brian Follett

3. Actions

Olly tabled a Committee Action Tracker spreadsheet dated 9/5/17 that was reviewed by the group. Olly to update the tracker and upload it to OneDrive folder.

4. Housing Needs Survey

a) Final draft version of survey form and introductory letter with logo has been submitted to Fiona Richardson (WRCC) for printing. One thousand copies were requested. The aim is to distribute questionnaires by hand w/c 12th June and questionnaires should be returned (freepost) to WRCC within 2 weeks.

b) Brian Friar produced a list of street and properties within the parish to help those delivering questionnaires. Need to enlist the help of more people to deliver them.

c) A note about the survey should be posted on the Radford Semele's Facebook page and the Parish Council's web-site.

d) The Housing Needs Survey report by WRCC can take up to 10 weeks to prepare from the time the questionnaires are distributed.

5. Kirkwell Consultants

a) Olly e-mailed Kirkwells (9/5/17) with a list of services required by the NP Group for them to provide a quotation for the work. The budget for this will be discussed at the next Parish Council meeting on 21/5/17.

b) Olly to obtain quotes from other consultants if possible to be able to compare costs.

c) It was noted that Kirkwells have already been appointed by several Parish Councils within Warwickshire.

6. Terms of Reference

The TOR was reviewed and agreed by the Group. Brian Friar to update the final draft of the TOR and submit to the Parish Council for its approval (an item is required on the PC's Agenda for the meeting).

7. Launch Event

- a) The Group was reminded not to lose sight of the launch event that would be held after the HN Survey report is available and probably around August time. Some ideas for the event could be based on the recent NP launch in Leamington (Barbara Wyatt to review).
- b) 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.
- c) A list of all groups, clubs and businesses needs to be compiled.

Date of next meeting

Tuesday 13th June, 8.00pm at the Community Hall.

Notes prepared by Cllr B Follett