

## **Notes from the Neighbourhood Plan Steering Group Meeting held at 17, The Valley, Radford Semele , on 14<sup>th</sup> August 2017.**

### **Present:**

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

### **1. Apologies for Absence – none**

**2. AOB** – there were no additional agenda items.

### **3. Action Tracker**

- a) Olly tabled the Committee Action Tracker spreadsheet dated 14/8/17 that was reviewed by the group. Item 23 was deleted, as Kirwells have already produced a project plan. All other items were discussed under the respective Agenda items. Post meeting Olly circulated updated Tracker dated 18/8/17.
- b) The NP Group's information on the Parish Council's web site is not being kept up to date. Brian Friar to contact David Chater.

### **4. Housing Needs Survey**

- a) The draft report prepared by WRCC has been issued to NP Group. Members to submit any comments to Judy Steele by 18<sup>th</sup> August and forwarded to Fiona by 23<sup>rd</sup> August.
- b) Question was asked whether residents know that there is presently a mix of shared ownership and housing association rental properties available. Once report made public this can be highlighted.
- c) It was thought that the special needs / wish list section of the report needs to be amplified.

### **5. Kirkwell Consultants**

- a) The contract with Kirwells has been signed – Brian Friar to obtain a copy of the document.
- b) Brian Friar and Olly to liaise with consultant re. agenda for start up meeting on 12<sup>th</sup> September 2107 and the aims of the NP Group to be conveyed to them for discussion at the meeting.
- c) Other interested persons should be invited to attend the meeting as well the Group members (possibly Councillors David Chater, David Leigh Hunt and Naomi Northey0.

### **6. Grant Funding**

- a) David Leigh Hunt to complete due diligence and agree terms and conditions of grant offer. Brian Friar to follow up and confirm that money has been received in PC account.
- b) NP Group members to explore other means of funding to help reduce any outstanding costs that the PC may be faced with if the Locality grant is insufficient.

## **7. Consultations**

- a) The main launch event for the Parish will be held in on 30<sup>th</sup> September at the Community Hall for a drop in afternoon / early evening session– Barbara to make booking.
- 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 has been compiled although it may not be comprehensive.
- d) The list in c) should have e-mail addresses and but we need to get their permission to use these addresses.
- e) If possible arrange to meet all groups/ businesses prior to the main launch. A list of topics to discuss is required. It was suggested we start with the Radford Rendezvous Group (contact Margarita Dove). Judy Steele has drafted a letter to groups for them to meet with the NP Group at the appropriate time.
- f) Several maps / diagrams need to be on display for the launch. Notice boards to be acquired and maps printed. Olly will contact Hayley Smith at WDC to see if they can produce any of the required information.
- g) Barbara tabled a land ownership plan covering the whole parish but was somewhat incomplete. She will approach Henry Marriot for the outstanding information on the farmland ownership. The plan will be used only for the purposes of surveying, etc. and not made available to the general public.
- h) Judy and Barbara to find out whether we can use the next FoRGE meeting to promote the NP.

## **8. Own Web site for the NP Group**

Olly and Ed to look at either purchasing a web site domain or paying someone to set it up. Also, it was agreed to purchase a mobile phone and the number would be dedicated to the NP Group and displayed on the web site.

### **Date of next meeting**

Tuesday 12<sup>th</sup> September 2017, 8.00pm at the Community Hall. Meeting with Kirkwells.

Notes prepared by Cllr B Follett