

**Neighbourhood Plan Steering Group**

**MINUTES – Monday 4<sup>th</sup> August 2014**

**Present - David Boden, Hester James, Pauline Dolan, Tina Richardson, Vanessa White, Jacquie Payne, Jenny Richardson**

**Apologies – Paul Draycott, Simon Ratcliff**

1. Tina Richardson was asked to chair the meeting in the absence of the chairperson.
2. Minutes from 30<sup>th</sup> June 2014 accepted.
3. Draft Terms of Reference (TOR) has been presented to the Parish Council, who accepted them. A few small changes were suggested by Neighbourhood Plan Steering Group members, Hester to edit.
4. Declarations of interest amended:

|           |   |
|-----------|---|
| Jacquie - | Secretary of Garden Guild<br>Chair of Denstone Youth Fund<br>Vice chair of Denstone Parish Council                            |
| David -   | Landowner and farmer<br>All Saints First School Governor<br>Chair of Tom Boden Sports Trust<br>Member of Stubwood Action Plan |
| Paul -    | Local business owner  |
| Hester -  | Member of Stubwood Action Plan<br>Treasurer of Denstone Preschool<br>Member of Village Hall Committee                         |
| Tina -    | Local resident  |
| Pauline - | Local resident  |
| Vanessa - | Local resident  |
5. Newsletter and questionnaire: The draft has been presented to the chair of the Parish Council, and advice has been sought from Corinne at East Staffordshire Borough Council. A result of this is a request for a number of changes to the format and content of the newsletter and questionnaire. The Neighbourhood Plan Steering Group appreciated the effort Pauline has put into the document to date. Jacquie to get clarification on a number of points from Corinne and email them to the group. Pauline will edit both newsletter and questionnaire following the response from Corinne.
6. Preparations for our presence at the Denstone Show were discussed.
  - a. It was estimated we would need 400 printed copies of the newsletter and questionnaire. We should have pens and a dropbox available on the desk should anyone wish to fill in the form there and then.
  - b. The Denstone Preschool have advised we can utilise their display board. It was decided that the display board should be put together the night before, there is access to the hall at that time. However the final decision if we should have a board will be taken after further discussion with Corinne.
  - c. Show time is 2pm until 5pm. Supervising of the stand will be undertaken by members of the Neighbourhood Plan Steering Group on a rota. It is understood that not all members will be available on the day.
7. It was agreed to request the village shop and the farm shop both keep a box to receive completed newsletters.
8. It was decided that the content of the Frequently Asked Questions shall be discussed further after more consultation with Corinne
9. Next meeting planned for Monday 22<sup>nd</sup> September at 7.15pm
10. Meeting closed at 9.10pm