

Neighbourhood Plan Steering Group

MINUTES – Wednesday 18th March 2015

Denstone College, Denstone

Present: Tina Richardson, Hester James, Pauline Dolan, Jacquie Payne, Christine Leedham, Vanessa White, Cavell Portman, Emma Gerrard, Angela Snow, Clive Keble, Jenny Richardson, Antony Whomersley, Corrine O'Hare

Apologies – David Brown, Vanessa White, David Derbyshire, Emily Whitehead, David Boden,

1. Meeting opened, introductions were made for the benefit of new members.
2. Amended printed minutes of previous meeting were not available so were therefore read from the computer screen. The amended minutes will be sent out and also placed on the notice boards in Denstone and Stubwood. In addition for the minutes from previous meetings to be posted on the Village Website. Minutes from the last meeting will be sent to members of the group.
Actions:HJ

Timing for placement of minutes on the notice boards and them being sent to the Weaver Message was discussed. The cut-off date for the Weaver Message is on the 16th of every month. It was agreed that the minutes can be placed on the notice boards as above and sent to the Weaver Message once they have been emailed to the Steering Group and subsequently approved by the Parish Council at their monthly meeting. **Action:HJ**

3. CK presented his workshop to the steering group. During the presentation, funding was discussed and it was suggested we apply for the Neighbourhood Plan grant (£4K), which is time restricted, and the Big Lottery grant, (Awards 4 All -£5K) which has less time restrictions. Both applications require information during application regarding precisely what the funds will be used for. CO confirmed the existing grant from ESBC has no particular time restrictions, and we are able to use those funds wherever we deem necessary for the production of the Neighbourhood Plan. **Action: CK will consider the two specific grants further and all members are to read through the information CK previously sent so an application decision can be made at the next meeting.**

A draft project plan was discussed with CK. It was agreed that public consultations and documents should avoid being released during election times, or during school holidays, Easter and Christmas. **Action: CK will email a draft project plan and provide this to the NP steering group members by 10th April 2015. Any comments should be directed back to CK by 17th April 2015 to enable sign off at the next meeting.**

4. CK asked for the Characterisation Day information as did other group members. **Action:TR will send this information to CK and CL.**

5. An Accurate distribution list with email addresses is required. **Action: CL will compile this and then send the Characterisation Day information to all members of the group.**

6. TR suggested that the updating of the TOR be deferred to the next meeting. **Action: HJ**

7. Some members of the group expressed concern that we were not communicating with the community and we said we need to consider what forms of communication we want to use e.g. Twitter/Facebook etc. as well as noticeboards and Village website. JP suggested that we ask friends / neighbours etc. for their preferred option/s and feedback at next meeting. **Action: All.** CK will also include communication suggestions into the project plan so it is scheduled.

8. AOB – nil

9. The next meeting was planned for Tuesday 21st April 2015 from 7 – 9pm. TR suggested we ask DD if they are willing to allow us to use the same venue. **Action: TR**

Meeting closed at 20.55.

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