

KING'S CLIFFE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Minutes of the Meeting of Wednesday 2nd September 2015
Village Hall Parlour

Present: Jeanne Atkinson (JA)
Chris Leuchars (CL)
Felicity Thistlethwaite (FT)
Roy James (RJ)
Andrew Howard (AH)
Mark Ayres (MA)
David Graham (DG)

Apologies: Clive Ibbotson, Louise Bowen-West, Rob Meadows

2. Summary of Purpose of NP and SG

CL reminded the Group of the purpose of the NP – to provide a legal framework for the future development of the village which would put more control in the hands of villagers. The purpose of the SG was to provide the opportunity for villagers to voice their opinions, and to put into the plan the wishes of the majority of villagers.

3. Election of Officers

Chair: JA agreed to be Chair, unless anyone else wanted the role (no-one did)

Secretary: CL agreed to be Sec

Treasurer: No-one volunteered at this stage – we would ask other members of the SG not present if they wanted to take on role

***Action:** JA/CL to 'find' a treasurer and to take on role in meantime (JA/CL)

It was noted that the SG needed to be larger and reflect a wider cross-section of the community, especially younger members and those from Oak Lane. We agreed we would try and recruit people we knew.

***Action:** All to try and recruit friends, etc. (ALL)
CL to ask Katy Weeks if any younger people might be interested (CL)

4. Schedule of Meetings

It was agreed that these should be monthly and, where possible, on the 3rd Wednesday of each month. Sub-group meetings could take place within these periods.

***Action:** Sec to draw up schedule of meetings (CL)

5. Terms of Reference

The ToR document was read. There was discussion over whether members of the SG had to sign declarations of interest.

It was agreed that minutes of meetings should be emailed to SG as soon as possible after meeting and, if no objections, should then be published.

The document was approved by SG, and will be put before Parish Council (PC) for approval.

- ***Action:** Sec to check with ENC over declarations of interest (CL)
- PC Code of Conduct to be available at each SG meeting (CL)
- Sec to email Parish Councillors the ToR document before PC meeting (CL)

6. Website

It was accepted that we needed efficient means of communication of the NP with villagers. Possibilities included setting up a new website, or using the existing PC website and linking through to the Forum and Facebook, and other village sites. We needed a platform which would also enable villagers to communicate with the SG. MA & DG agreed to discuss this issue, and talk to the PC webmaster, and bring proposals to the next meeting.

- ***Action:** Proposals for website for next meeting (MA/DG)

7. Key Stages

The 'Process' sheet was examined. DG suggested that we make a formal schedule for fulfilling each stage. It was agreed that we concentrate on the NP launch first, as it was difficult to be precise about timings at this stage, and that a more formal schedule could come later.

8. Communications Strategy

It was recognised that the process needed to be as transparent as possible. Web communication would be important, but also leaflet drops, the Gazette, and notices on boards and around the village would play a part. RJ suggested a noticeboard at the foot of Oak Lane. Some form of questionnaire would also be an important feature. Future SG meetings would also be open to the public.

9. Application for Funding

This to be discussed with future Treasurer, and proposals brought to next meeting

10. Launch Event

It was agreed that we needed a high-profile launch of the NP which would have the dual purpose of informing and interesting villagers in the NP, and also in gathering some preliminary opinions that could guide us towards the areas that needed consideration. It was agreed that the morning of **Sunday 6th December** would be a good time to have a 'cake and tea' event, from 10.30/11.00am until 1pm.

Initial suggestions were for question boards for post-it comments, a display highlighting changes to the village, a photographic competition with favourite views/buildings/features of the village.

It was agreed that discussion on the Event would form the basis of the next meeting.

- ***Action:** Sec to book VH for 6th Dec (Sec)
- Everyone to come to next meeting with concrete suggestions for Event (All)

11. AOB

Date of the next meeting: Wednesday 21st October, 7.30pm, VH Parlour