

FRADLEY NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held on 5th August 2015 at St Stephens's Church, Fradley

Apologies: Linda Wild

1 Present: Greg Jones, David Derrick, Richard Green, Jo Spence, Chris Harrington, Chris Gillie, Cllr Lynn Beaumont, Cllr Simon Roberts, Sandy Carruthers

Chris Harrington (new member and Treasurer) was welcomed to the meeting.

2 Minutes of Last Meeting (10th June 2015)

These were accepted as a true record with the following exceptions:

- Correction of spelling of Lynn's Christian name
- No. 4 – Economic Group – Action for Simon Roberts and not Sandy Carruthers

3 Matters Arising

Timesheets – the group was reminded that it was essential that all members filled in their time sheets now that we are in a position to apply for grants (this being an integral part of the application). Each member to fill in their time for all meetings, including task group attendance and send their timesheet electronically to David who will collate time spent by the group. All members to send in their updated time periodically and David will manage same.

Action: All

Public Meeting – this has now been arranged for Saturday 7th November at St Stephen's School. The hall will be available between 9 – 1 on the day. It was agreed that should the questionnaire not be analysed by this time then the meeting would still go ahead, but maybe in a revised format.

Boundary Map – Lynn will endeavour to acquire a clear Fradley Parish (not including Streethay) boundary map from the Parish Council. (Afternote: a map was subsequently distributed to the group by Simon)

Action: Lynn

Traffic Group – There appears to be little progress in this regard. However, Chris Harrington volunteered to head up this group. Sandy will pass on all traffic correspondence in her possession and email lists of those people who offered to help. Chris will compile a list of traffic/transport questions to be raised in the Questionnaire.

Action: Chris H/Sandy

Resignation – Darrell has now formally resigned but wished the Group well in their endeavours.

4 Questionnaire

This was discussed in general and amendments made. A new version will be updated by David who will distribute the Group in the coming days.

Action: David

The questionnaire was short of 'environment' questions and David stated that he had no information to work with. Lynn offered to take over the environment task group from Simon.

Action Lynn

5 Website

Two quotes were presented for website creation and design and it was agreed that DBN Web Design was more competitive. However, it was agreed that we would like to see other work that this company has done before we accepted this quotation. This would be followed through.

Action: Sandy

Basic text would be made available in the first instance. Chris G will compile a list of generic information and make Linda aware. Once this is made available it was agreed that as many of the Group as possible would get together (perhaps with the web designer) and discuss content etc.

Action: Chris G

It was further agreed that if the whole website is not completed then priority would be given to ensure that the questionnaire is available for use, bearing in mind time restrictions.

6 Treasurer

Greg confirmed that he had now opened up an account at the Nat West in Lichfield. Currently, there are no funds in the account. Simon will request transfer of funds made available to the Steering Group from the Parish Council precept. No cheque books have arrived; Greg will chase the bank. There are three signatories for the cheques e.g. Greg, Simon and Sandy with two signatures mandatory at all times. Chris H was happy with this arrangement.

Action: Simon

Chris H will now proceed to apply for a grant from the Government. He also stated that the large companies on Fradley Park usually have a pot of money set aside to be used for community projects as a corporate responsibility. He will obtain the names of individuals who can be approached on our behalf to see if they are willing to give us a grant towards the neighbourhood planning process.

Action: Chris H

7 Any Other Business

Simon, in his capacity as a member of Fradley PC, Chairman of Fradley NP and Best Kept Village Group, has been attending a business forum (Fradley Park Group) held at Zytek regarding issues of traffic, litter, parked lorries etc. This is also attended by representatives of LDC, Staffordshire CC, and local businesses.

It was agreed that it would be beneficial if a member from the Steering Group could attend some of these meetings as it relates to issues to be addressed in the Neighbourhood Plan. The next meeting is in October and Simon will approach Mike Wilcox re one of our group attending so that we can ascertain what plans they have for Fradley Park.

Action: Simon

It was agreed that, if in future, the Chairman was late for the Steering Group meetings, Greg, Vice Chairman, would take over and conduct the meetings so that time is not wasted.

8 Date of Next Meeting

Wednesday 9th September 2015