

## FRADLEY NEIGHBOURHOOD PLAN STEERING COMMITTEE

### MINUTES OF MEETING HELD ON 14<sup>th</sup> JANUARY 2015 AT ST STEPHEN'S CHURCH MEETING ROOM, FRADLEY

**PRESENT:** Sandy Carruthers, Mark Edwards, Linda Wild, Jo Spence, Greg Jones, Simon Roberts, Paul Hooper-Keeley

**1. APOLOGIES:** Julia Usher

Jane Piper has resigned from Committee

**2. APPROVE MINUTES: (Dec 2014)**

The Minutes were accepted (with some minor amendments) as a true record and will be sent to Viv Evans, PC Clerk, to be published on the PC website.

**Action: Sandy Carruthers**

**3. UPDATE ON CHAIRMAN AND TREASURER POSITIONS**

No new candidates had put forward names so we would aim to recruit at the public meeting

**4. ASSIGNING OF CHAIRMAN FOR EACH TASK GROUP AND DISCUSSION ABOUT MAIN PRIORITIES**

It was decided that the role should not be called Chairman for each task group, but 'co-ordinators'

Task group Co-ordinators were assigned as follows:

Housing – Greg Jones  
Transport – Mark Edwards  
Environment – Julia Usher  
Facilities – Jo Spence  
Communications – Linda Wild

Discussion about main priorities to be postponed to next meeting

**5. JANUARY PUBLIC MEETING**

a) Further publicity / possible door knocking

Ensure posters are on notice boards and displayed in PO and Stirling Centre shops. Rejected idea of door knocking. Moving of banners to different sites in the village. All houses in the village have now had individual leaflets posted through their letterboxes.

**Action : Simon Roberts**

b) Forms / Questionnaires needed

100x Feedback forms will be photocopied in readiness for the Public Meeting

**Action: Sandy Carruthers**

c) Style and format of meeting

Sit down formal meeting starting at 10.10am. Simon Roberts as vice-Chairman will present a speech to the Public on the achievements and progress of the NP, introduce task group co-ordinators and themes, ask for help through filling in of feedback forms. The speech should last about 10-15 minutes.

Each task group to have an individual table around the room for discussions before and after the formal part of the meeting. Will Chapman (Alrewas Neighbourhood Plan) to also have a table. Sandy Carruthers to have a table for handing out feedback forms and general information and for collection of feedback forms.

d) Assign duties

Name badges to be produced for Committee members

**Action: Linda Wild**

**6. AOB**

**7. DATE OF NEXT MEETING – Weds 4<sup>th</sup> February 2015**