

FRADLEY NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting held on 7th October 2015 at St Stephen's Church Fradley

Apologies: Chris Gillie, Richard Green, David Derrick

1 PRESENT: Cllr Simon Roberts, Greg Jones, Jo Spence, Linda Wild, Cllr Lynn Beaumont, Sandy Carruthers, Chris Harrington

2 MINUTES OF LAST MEETING (9th September 2015)

The Minutes were approved and will be forwarded for inclusion in the Parish Council Website.

3 MATTERS ARISING

Timesheets – More work to be completed by members of the committee. David will be contacted to forward a spreadsheet of information received so far.

Action: Sandy

New Boundary Maps – These will be picked up from LDC offices.

Action: Lynn

4 TREASURER'S REPORT

Chris presented a projected cashflow budget for the next six months. The Steering Group has now received £1,500 from the Parish Council and this has now been paid into our account.

The first application for the Government grant has now been applied for and subsequently accepted; the second application now needs to be completed. It is anticipated that the amount of £8,000 would be received by the end of this year.

It was suggested that a further interim request of £1,000 be made to the Parish Council should the Government grant not be received in time for December.

Action: Chris H/Simon

It was agreed that any invoices for the Steering Group should be addressed to Sandy's address as this is the one being held by The Nat West Bank. These will then be handed to the Treasurer for payment.

Chris H will scan all invoices/receipts and keep a media copy.

5 QUESTIONNAIRE

Traffic Group – Chris H has amended the current traffic questions. These were discussed by the team and changes made. These will be forwarded to David Derrick for inclusion in the questionnaire.

Action: Chris H

Environment Group – Lynn has now made amendments to the environment questions and has already sent them to David Derrick for inclusion in the questionnaire.

Development Group – Greg to send his questions to David Derrick.

Action: Greg

Much discussion followed regarding prizes and it was finally agreed that we would offer the £100 prize draw to an adult who wins to encourage as much participation as possible.

Lynn has obtained a voucher for one child and friend to attend Whitemoor Lakes Activity Centre for two hours which will be offered to a winning child. The childrens' competition will be to present either a photograph, drawing or text in which the child has demonstrated their idea of 'What is their idea of the best thing about living in Fradley'.

Linda has obtained and distributed print prices for the Questionnaire.

We will have a finished copy of the Questionnaire by **Saturday 7th November** so that it is available for the public meeting.

6 WEBSITE

The website is now ready to go and is just waiting for content. Linda will act as liaison officer between the web designer and the Steering Group. She will also design the home page and have available for next meeting.

Action: Linda

An article on who we are and contact details of the four officers (together with their photographs) will be produced. Photographs to be sent to Simon.

Action: Simon, Greg, Chris H, Sandy

All group co-ordinators will produce a submission giving a brief one paragraph explanation of what their group activities are. These to be sent to Linda.

Action: Greg, Lynn, Jo, Chris H, Sandy, Linda

'What is a Neighbourhood Plan' to be submitted.

Action: Sandy

7 ANY OTHER BUSINESS

Defibrillators - Jo, Facilities Co-ordinator, will be actively chasing those involved with the Alrewas United Charities organisation and Alrewas surgery regarding the provision of defibrillators for Fradley. It is understood that there may be some earmarked for Fradley.

Action: Jo

Public Meeting - An OHP would be sought for the meeting.

Action: Sandy

Design of banners and advertising leaflets to be made. Three split advertising banners will be ordered. Leaflets will be also be ordered.

Action: Linda

8 DATE OF NEXT MEETINGS

14th October, 7 p.m. St Stephens (apologies: Sandy, Greg, Linda)

21st October, 7. p.m. St Stephens