

FRADLEY NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting held on 21st October 2015 at Stephen's Church, Fradley

PRESENT: Cllr Simon Roberts, Greg Jones, Jo Spence, Richard Green, Cllr Lynn Beaumont, Sandy Carruthers, Linda Wild

1 MINUTES OF LAST MEETINGS (7th and 14th October 2015)

These Minutes were approved and will be forwarded for inclusion in the Parish Council website and the new Neighbourhood Plan website.

2 MATTERS ARISING (7th October 2015)

Timesheets – All timesheets have been received by David Derrick except for those from Chris Gillie and Richard Green. A summary of those received has now been prepared by David and forwarded to the Steering Group.

Action: Chris G and Richard Green

Boundary Maps – these have now been received from LDC and appear to be more useful than the previous ones. It was agreed to display these at the public meeting illustrating the current proposed development areas.

Cheque credit - A further amount of £1000 has been received from the Parish Council for the funds. This will be delivered to the treasurer.

Action: Simon

Defibrillators – no further information has been received in this regard. Therefore a letter will be written to the Patient Participation Committee via Alrewas Surgery for further information. Jo Spence will enquire as to the mechanics of acquiring a defibrillator and the procedure for siting and access by the public.

Action: Jo Spence

Public meeting – Layouts for leaflets and banners to be designed. Three split advertising banners will be made for economy purposes.

Action: Linda Wild

(14th October 2015)

Projector – There is a projector available at the school for our use. Simon will need a practice beforehand to make sure everything runs smoothly at the public meeting.

Action: Simon

Questionnaire – Simon has held a meeting with Fiona Lever who has made an excellent job of checking the submitted draft. She has made quite a few changes and suggestions and these have been distributed to the Steering Group (see below).

3 QUESTIONNAIRE

The suggested alterations by Fiona were discussed at length and it was agreed that co-ordinators would look at their own sections and alter accordingly. These will be sent to

Simon in readiness for the final draft of the Questionnaire to be prepared by Fiona. Simon will send the transport section to Fiona in Chris Harrington's absence.

Action: Co-ordinators, Simon

All Questionnaires distributed will be paper copies with no on-line versions. This will make data collection simpler. It will also facilitate the prize draw. A downloadable version will be made available on the new website should anyone need to run off a fresh copy for themselves (in case of a spoilt questionnaire).

A quote for printing a quantity of 8 page questionnaires will be sourced together with order and delivery dates.

Action: Linda

A poster will be designed for the front of the collection boxes.

Action: Linda

Some stiff cardboard boxes to be sourced as collection boxes.

Action: Greg

The deadline for completed questionnaires has been decided as midnight on Sunday 13th December 2015.

Most of the collection box venues have been approached so far, but a few more to be contacted. All favourable.

4 PROMOTION

The leaflets have now arrived and are ready for distribution. The scouts will be delivering this week on Fradley South. A distribution map of Fradley South has been made and divided into several sectors to ensure all houses are reached. Leaflets can be fetched from Linda Wild for deliveries. There is a delivery rota for the rest of Fradley.

Julia Usher will be requested to send in an advertisement to the Lichfield Mercury.

Banners have now arrived and will be erected around the village.

Action: Simon

5 WEBSITE

This is now live. Some articles have already been submitted, however more are needed. The Constitution, Lichfield Local Plan and Sam Grundy's Technical Note on Traffic have been suggested as additions.

Action: Simon

6 ANY OTHER BUSINESS

None

7 DATE OF NEXT MEETING

Wednesday 4th November 2015 – 7.00 p.m. St Stephen's Church