

FRADLEY NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting held on Wednesday 2nd December 2015 At St Stephen's Church, Fradley

PRESENT: Councillor Simon Roberts, Linda Wild, Jo Spence, David Derrick, Richard Green, Sandy Carruthers, Chris Harrington, Councillor Lynn Beaumont

APOLOGIES: Greg Jones

MINUTES OF LAST MEETING

The Minutes of 4th November 2015 were accepted as a true copy and will be posted on the Parish Council and FNP websites.

MATTERS ARISING

Questionnaires – these have all now been amended and distributed to every household (approx.. 1,300).

Boxes – All prepared and placed in designated places around village.

Website – the contact link is now working.

Public Meeting – Approximately 50 people turned up to the meeting, although the committee had hoped for more interest. Some of those who had attended took the opportunity to thank the committee and passed on their opinions (all positive).

TREASURER'S REPORT

A cheque was signed in readiness to pay St Stephen's School for the hire of their hall. This would be delivered the next day to the school office.

The committee have not received an invoice for the hire of the church meeting room, which should have commenced from 7th October 2015. This would be followed up.

Action: Sandy

Chris has chased up the grant body for the current position with regard to our payment. Unfortunately, he reported that despite our application being acknowledged at the beginning of the process they now report that they have lost our application. This will necessitate repeating the process and having to wait a further 8 weeks. This will be done this week.

Action: Chris

A budget forecast was not produced as we are awaiting costs of printing, banners etc. from Linda. This will be forwarded to Chris.

Action: Linda/Chris

QUESTIONNAIRE

We have currently collected 132 completed questionnaires from the boxes. It is hoped that many more will come in as we are now half way through the timescale for completion.

A concerted effort would be made via Facebook, Lichfield Mercury and word of mouth to promote completion of more questionnaires. Leaflets to be given to the school for children to

put in their school bags and banners will be put up reminding people to fill in their questionnaires.

Action: Linda/Jo/Simon

The deadline for completion of questionnaires is 10 p.m. on Sunday 13th December, however it was agreed that the boxes would not be collected up until 21st December should there be a few late comers.

Notices will be prepared to be attached to each box to report that we have so far received 132 questionnaires but more are needed.

Action: Linda/Lynn

Ten sample questionnaires were taken away to gauge the feasibility of collecting the data and assess time taken.

Action: David

Once any possible difficulties have been ironed out, Steering Group members will work in pairs to enter data.

THE NEXT STEPS

Looking further ahead, following data analysis, the next step will be to start to write a draft plan from the information gathered. As none of the Steering Group members have experience in this regard it was agreed that we should collect three bids from Planning Consultants so that they may advise and help in this task.

A Procurement Policy will be produced before we engage a firm of Consultants. Simon will produce ideas for a draft in the first instance. The Strategy Group were requested to look into this aspect and provide a completed policy.

Action: Simon/Strategy Group

Two companies have already been approached by the Group, both with wide ranging differences, especially fees. They will be requested to quote on the same basis so that we can consider their bids more accurately. A third company will be researched and approached. Once the third company produces their quote these three quotes will be discussed and recommendations made.

Action: Chris/Strategy Group

As we have over-run the initial time frame we will produce a revised timeline based on steps that we have already taken and work yet to do.

Action: Strategy Group

ANY OTHER BUSINESS

Jo and Lynn attended the Patient Participation Group Meeting, associated to Alrewas Surgery. 7 defibrillators have been identified for Alrewas, but none for Fradley. Jo will pursue a grant from the British Heart Foundation to fund some for Fradley.

Action: Jo

DATE OF NEXT MEETING

Wednesday 6th January 2016