

## ELKESLEY NEIGHBOURHOOD PLAN

### STEERING GROUP

SECOND MEETING 5<sup>TH</sup> March 2013  
Elkesley Memorial Hall 7pm

Present: Mrs Douglas, Mr Douglas, Mr Askew, Mrs Millar, Dr Pell, Mrs Davies, Mr Oldbury and Mr Woodcock

**Welcome and Introductions** - Every one present introduced themselves

#### **Appointment of Chairperson & Vice Chairperson of the Steering Group**

Mrs Douglas proposed Mr Oldbury which was seconded by Mr Douglas for the position of Chairperson and this was approved.

Mr Oldbury proposed Mrs Douglas and seconded by Mrs Millar for the position of Vice-Chairperson and this was approved.

#### **Apologies for absence**

Apologies were received from Natalie Cockrell.

#### **Declaration of Interest**

All members present except for Mrs Davies, declared an interest that they are all residents of Elkesley; Mr & Mrs Douglas declared an interest in land they rent on Brough Lane.

#### **Elkesley Neighbourhood Plan – Draft Project Brief**

Members read through the draft project brief and suggestions made:

- 1.1 Plan area should be left that plan covers the whole of the Parish of Elkesley
- 2.0 – 5 Securing long term sustainability should also include local small businesses

Mrs Douglas asked that anyone with further suggestions to let her know by the Monday and then she will update the draft and pass onto the Chairperson.

#### **Draft Terms of Reference for the Steering Group**

Members read through the draft terms of reference.

Mrs Davies wanted to clarify with NALC on the reference to the steering group as being a sub group of the Elkesley Parish Council.

Suggestion to alter the last paragraph under Key Role to:

The Parish Council to sign off the final plan prior to the local referendum.

#### **Draft Elkesley Neighbourhood Plan – Project Plan**

Members read through the draft project plan and amended the date to produce a draft NP from April 2014 to February 2014

#### **Draft Budget**

Mrs Douglas presented a draft budget and Mrs Davies gave a copy of the Awards for All grant budget; Mrs Douglas to see if her budget will fit into the same headings as the Awards for All one.

**Draft consultation Plan**

Mrs Douglas went through the consultation strategy and suggestions were made as to consulting with the community groups

**Draft Communication Strategy**

Mrs Douglas went through the communication strategy and no amendments were made.

**News Letter**

Mrs Douglas produced an Awareness event flier for an event in the Memorial Hall – suggestions were made as to how to run the event and what to include.

A date was set for the 20<sup>th</sup> April 2pm-6pm

Suggestions were made to split the room up into categories which some activity and consultation Members volunteered to cover:

Housing – Mrs Douglas

Rights of Way (footpath/cycle routes) – Mrs Millar

Sports facilities and leisure – Mr Askew

Leisure (allotments and green spaces) – Mr Woodcock

Small businesses – Mr Douglas

Seating – Mr Pell

Prize draw (vouchers etc from robin Hood Pub, Shop, Pottery, Indian Chief and Memorial Hall) – Mr Oldbury

Mrs Douglas to arrange for some fliers.

The large map to be used with pictures to identify housing, sports and open spaces etc.

The above ideas to be feedback at the meeting on the 28<sup>th</sup> March 2013.

**Website**

Natalie Cockrell has organised someone to produce and maintain the N.Plan website at a cost of £275.

Check to make sure if Natalie will be attending the next meeting on the 28<sup>th</sup> March when Helen will be coming back to go over what the group has done.

Mrs Douglas asked that any suggestions to the documents looked at today be made by next Monday so that they can be included in the revised documents.

**Date & Time of the next meeting**

The next meeting will be 28<sup>th</sup> March 2013 7pm in the Memorial Hall