

TENBURY AND BURFORD NEIGHBOURHOOD PLAN STEERING GROUP

Draft Minutes of meeting held on 03 March 2016, Pump Room.

Present: Mark Willis, Dawn Morgan, Mary Drummond, Liz Weston, Brian Howells and Alan Eachus (Chair)

- 1. Consultants** – the group was updated following the first Steering Group meeting with Kirkwells. (Notes from the meeting had already been circulated). All present at the Steering Group meeting agreed that the meeting went well. Next meeting with Kirkwells will be at 2pm, 28 April 2016. AE emphasized the need for all Steering Groups members to attend and fully engage with the Consultants.
- 2. Grant Application** – Locality online forms completed with help from Kirkwells and confirmation of receipt received. At this stage not anticipating any problems.
- 3. Area Designation** – awaiting confirmation from MHDC but again not anticipating any problems.
- 4. Project Leader** – AE elected as Project Leader. Members agreed a schedule of monthly meeting dates up to the end of the current year. Additional meeting may also be called as and when required.
- 5. Group Management Structures** – Steering Group Organisation Plan, Term of Reference, Task Monitoring Schedule were presented and agreed. Communications Strategy was also approved except for minor modification regarding frequency of briefings/notices with local press.
- 6. Issues, The Vision and Themes** – key Issues and The Vision Statement all discussed with Kirkwells and agreed by the Group. AE submitted several statements to demonstrate the next stage in the process ie: defining the Plans Objectives which will ultimately shape a series of Policies and the realization of The Vision.
- 7. WEB Site** designer now appointed and briefed. Draft proposals ready in two weeks time. The web site has a key role within our Communications Strategy. All Steering Group documents will be up loaded onto the site as soon as it's commissioned. The Steering Group will have responsibility for the site. A secure facility which will be password protected will also be available to accommodate working documents prior to completion etc.
- 8. Awareness Meeting** to be held in The Pump Rooms, 6.30pm on Thursday 17 March 2016. Invites to be sent out to members of the community that have already registered an interest in getting involved in the Project and to key Stakeholder Groups. It was agreed that this should be an informal event with light refreshments principally aimed at raising attendees awareness. Posters, leaflets and a video will be available. AE and DW to meet week commencing 07 March 2016 to discuss arrangements. Other steering group members agreed to help.
- 9. Stakeholder List** – DW to prepare with help input from BH.
- 10. Date of next Meeting** – 07 April 2016.