

Minutes of

Stradbroke Neighbourhood Planning Committee

Date: 02 Feb 15

Time: 19.30hrs

Venue: Stradbroke Community Centre, Stradbroke

Attendees: Oliver Last (OL); Don Darling (DD); Stuart Crane (SC); Charmaine Cooper (CC); Gerald Jenkins (GJ); Roger Turkington (RT)

Apologies: Ollie Coles; Louise Smith

Minutes: the minutes of the meeting held on 05 Jan 15 were approved unanimously

Matters arising from the minutes:

- Presentation meeting had taken place and this had led to seven work streams being defined. A table of likely volunteers with their contact details and work stream interests had been compiled and would be circulated to members of the Committee.

Work Streams:

- Amenities
- Business and Employment
- Digital Connectivity
- Education
- Heritage and Environment
- Housing
- Traffic and transport

It was agreed a meeting would be arranged for 11 February 2015 at 8pm in the Community Centre to meet the Work Streams and give a directional overview of the work to be undertaken. OL to book Community Centre. OL to contact remainder of interested parties for recruitment to Work Streams. OL to work with Work Stream leads to define a detailed project plan for each stream. Introductions to fellow group members would be made and roles, responsibilities and expectations would be outlined. Ideally, a team leader would be identified but a first meeting would be planned. The Work Streams would be required to source data, collect evidence and formulate policy proposals to be a part of the Neighbourhood Plan itself. A sample NP would be available at the meeting, for illustration.

OL to action

It was agreed that Committee members would be available to advise the Work Streams as they became established. David Spenser's presentation would be made available to each Work Stream.

DD agreed to update the website to clarify that his mobile number was the one to use to make contact to join a Work Stream. He also offered to create a dedicated Neighbourhood Plan website within stradbrokeonline. DD would define Roles and Responsibilities for the Work Stream leads. Example data sets would be made available at the meeting on 11 Feb.

DD to action

Finance:

a **Grant funding requests** – the final report had been submitted to Locality. SC to contact Locality and others to research grant funding for 2015/16

b **Locality budget** – OL would contact Guy McGregor to ascertain the availability of Locality Budget funding for the current FY

Any Other Business:

- OL would update the Project Plan for the Work Streams and set a clear milestone for the questionnaire
- An informative article would be submitted to the Stradbroke Monthly and be published on the website
- Work Streams to be presented with a plan of expectations, roles and responsibilities, next steps
- The Works Streams to select a lead, decide on meetings, send a representative to Committee meetings to report progress regularly
- There had been two resignations from the Committee – Ollie Coles and Roger Turkington. A replacement was needed to oversee data and communications. SC volunteered to take on that role.

There were no matters for inclusion in the agenda of the next meeting put forward at this time

There being no further business the meeting closed at 20.50hrs

Date of next meeting: 02 March 2015