

**CHARNEY BASSETT COMMUNITY LED PLAN STEERING GROUP**  
**Minutes of the Meeting held on 15 May 2015**

**Present: CBCLP SG -** Neil Dobson, Ron Smith, Hugh Brookes, Christine Trotman, Victoria Smith

**Apologies –** Sheila Terry,

**Item**

**Action**

**1 Purpose of Meeting**

The meeting was to decide on the process for the development of the CLP following the meeting with the VoWH and ORCC on the 6 May.

**2 Update on Actions from Meeting on 17 April 2015**

1. Neil, Hugh, David and Stephen to attend meeting with David Potter and Fiona on 6 May

This meeting was held and a number of points clarified about the objectives and structure of a CLP. Ann Richardson also attended and offered help from the Vale. If we wish to finalise the Plan by the end of the year then they would need it for review at the start of November

2. Organise open meeting, target 6 June. - In progress now on the 13 June
3. Prepare presentation material – ongoing
4. Group to formulate budget for activities and Stephen to submit grant application – awaiting further input

Christine

Neil

**3 Discussion on Community Led Plan Development Process**

1. Rewrite planning section to be in line with CLP requirements with help from David Potter (VoWH) and demonstrate conformance with the Vale plan.

2. Establish the action points and who is responsible. We have tried initiate this by identifying the most important issues identified in our NP /CLP questionnaire.

3. Structure the CLP with the headings that Hugh suggested. This will involve taking the existing content, assigned group responsibility to develop action plans.

There will be some additional text required.

We will print a summary for circulation of the final plan, with the fuller version on Village website.

4. Consultation will be organised with the existing Village groups and also with the whole community. To enable this we will establish a consultation plan with PC, Vale and the Community.

First step is to invite identified existing Groups and PC to a meeting on the 29<sup>th</sup> May to review proposed ideas to take forward with action plans.

5. We noted the need for PC involvement in all these steps to ensure that the Groups have confidence in the Plan.

<b>Item</b>	<b>Action</b>
<b>4 Next Steps</b>	
The following actions were agreed.	
1. Develop an outline timetable for plan development	Ron
2. Reformat the identified ideas under the structural headings developed by Hugh	Christine
3. Distribute the ideas to the identified Groups inviting them to a meeting on the 29 <sup>th</sup> May	Neil
4. Develop structure for open meeting on 13 <sup>th</sup> June	Neil
<b>5 Next Meetings</b>	
6.00 pm 29 May at Christine's house with Group and PC representatives	
Ron Smith	
21/5/2015	
Ron Smith - 21 May 2015	