

MINUTES

CHORLEYWOOD COMMUNITY PLAN STEERING GROUP

HOLLYBUSH HALL, COMMON ROAD, MONDAY 14 APRIL 2014, 7.30 pm

Present :

Jane White (Chair) - Parish Council
Dil Parmar (Vice Chair) - Residents' Association
Owen Edis (Sec.) - Residents' Association
Jackie Worrall (Treasurer) - Parish Council
Steve Watkins, Vivien Lantree - Parish Council
Bob Sutherland, Gareth Hunt – Friends of The Common
John Sheldon – Neighbourhood Watch CW West
Eddie Clarke – Business Association
Simone Tyson – CW Mums
Joyce Manktelow – Chorleywood Care
Heather Kenison - Loudwater Residents Association

1. Apologies for Absence

Barbara Christie - RVS
Stuart Parish - Neighbourhood Watch CW East

2. Approval of the Minutes of the Last Meeting

Accepted as a faithful record and signed off

3. Terms of Reference/Constitution

Drafted by Jane & sent out with the agenda. They were generally accepted save for a modification to wording for groups involved. Rather than listing the Parish Council and Residents' Association several times it was agreed to refer to the bodies involved as 'the interested parties'. Also to change the quorum from 5 to 8. Jane to make these changes and reissue.

4. Strategic Overview

Dil presented his proposal for moving the CP forward. Following discussion it was generally accepted as a good methodology. It was stressed that in developing questions for the Planning Section it was important that these were not at variance with local policies established by TRDC Local Development Framework (LDF), as these planning aspects might develop into a legally binding Neighbourhood Plan. Dil's slides are appended to these minutes and will need to be updated to reflect the approach agreed by the committee.

Following on from the approach suggested, sub-teams will be formed to cover eight different areas within the scope of our Community Plan. These teams will list the scope, topics and possibly specific questions within their area of interest. It was accepted that they will be significant areas of overlap that will be highlighted when the team leaders present their A4 listed information.

The sub teams were agreed to be as follows:-

Sub-Team	Lead	Other Members
Commerce	Eddie	
Children and Education	Simone	Jane
Open spaces, Environment and mobile transport	Bob	Steve

Security and Safety	John	Stuart
Health and Care	Joyce	
Leisure, recreation and sport	Owen	Vivien and Simone
Planning and Community Assets	Gareth	Dil & Jackie
Highways	Heather	

Others not on the Committee to be consulted include Youth Council, U3A, Churches, and Thorpedale for Vulnerable Adults. These sub teams will, in time, develop the questions and be involved in the analysis of the answers. The Croxley Green and Sarratt questionnaires can act as a prompt. A4 page drafts of topics and scope to be presented at the next meeting.

Timelines for the project were to develop the questionnaire for sending out in September, analysis of the answers around the end of the year, develop an action plan in Spring 2015 and to hold a referendum in May 2015.

To summarise, the key decisions agreed were:

- Community Plan process; key stages of the process were identified and deliverable agreed
- Development of sub-teams across the questionnaire subject areas
- Assignment of two Project Managers from the committee to manage the project execution

5. **Development of Questionnaire**

Important next steps are to get input to this Committee from someone with experience , ideally a consultant. Jane will approach Croxley Green and/or Sarratt for contacts.

Both paper copies and electronic questionnaires will need to be available for households preference. Electronic copies are more likely to engage young people. Both methods need to be auditable.

6. **Finance**

Once a consultant has been found, Viv & Jackie can liaise to firm up the budget for consultancy input. Grant funding is related to only Neighbourhood Plans that will be a subset of our Community Plan. Jackie will circulate the responses to TRDC from the Application for Designation of the Neighbourhood Area that went out to all residents. Funding is going to become an important issue as we move forward, so completion of a budget and funding application needs to be given some priority.

The Parish Council have agreed to finance the development of a discreet CP webpage attached to CW PC website.

7. **Marketing**

All agreed that we needed a logo to represent our project. Jane showed her initial suggestion. The Committee felt it should include silhouettes of people of different ages as a minimum. Jane will work on this.

The French Market is on May 11th starting at 10am. Our Committee will have a stand of two table and chairs with handouts on the project that will include members of The Committee contact details and areas of interest.. Another handout will be to ask residents to list the top three things they would like to see in Chorleywood. Jane is producing the paperwork for these items. Jackie will lead this sub team and find members to man the stall through the morning and early afternoon. The stall will need to be set up about

9.00 am. it was suggested that a script be developed for answering questions from the general public. The launch event for the questionnaire will be in September.

Lessons learned from this exercise will help for Village Day.

Jane asked if any member of this committee would volunteer to be responsible for marketing. No-one offered at this time.

8. Next meetings

Agreed it will be **Monday 19th May** at 7.30pm at venue to be decided. Due to allergies that were affecting some people sitting in the Hollybush room, an alternative venue is being considered for this preferably near the centre of the village. We shall keep all posted.

Written by:
Owen Edis

Approved by:
Jane White