**Present: -** Councillor A Thomas, Councillor M Thomas, D Parkes, J Mawdsley, Councillor Slade from Church Fenton Parish Council and the Clerk

1. **APOLOGIES –** David Gluck – Plan Ahead
2. **DECLARATIONS OF INTEREST** - None
3. **MINUTES OF THE LAST MEETING AND MATTERS ARISING –** The minutes from the steering group meeting held on 22nd March 2017 were approved as a true record. David Parkes stressed that it is important that the group consider different ways the Parish could be developed and to present the pros and cons for each for the Community to consider.
4. **PROJECT PLAN AND OUTSTANDING ISSUES -** A project plan with more detailed steps for each stage was circulated to the group. This showed that the first stage of setting up the project was complete except for the following 2 steps:

 **11.1. Stakeholders identified and informed –** It was agreed that the clerk would circulated the list for all other member of the group to check and see if anyone else needs to be added. Once finalised they can be informed about the project.

**11.2. Communications plan drafted and agreed –** Councillor A Thomas agreed to lead on this. A meeting has been arranged to discuss the setting up of the website as this will be were all the document will be shared with the community and will be an important evidence base for the plan**.** Councillor Slade from Church Fenton PC described how they had set theirs up to include a facility to allow comments to be submitted by the public.

1. **KEY THEMES AND VOLUNTEERS –** A document was circulated listing the key themes and the following leads were agreed:

**12.1. Airbase strategic issues -** J Mawdsley (to work with consultant, Mike Dando)

**12.2. Flooding/Flood prevention** – A Thomas and M Thomas (to work with the UEFG)

**12.3. Housing** – M Thomas

**12.4. Business/industry** – J Mawdsley

 **12.5. Public Transport –** to check if N Cowan would be happy to lead on this.

 **12.6. Roads/Transport** – lead not yet identified

 **12.7. Education –** J Mawdsley

 **12.8. Countryside/natural environment** – M Thomas

 **12.9. Heritage** – M Thomas

 **12.10. Recreation** – J Mawdsley

D Parkes chose not to lead on a particular issue, but volunteered to help on any area where needed. Members not present can choose which themes they would like to work on.

1. **DATE OF NEXT MEETING –** The next meeting will be held at 7.30pm on Thursday 25th May.
2. **ANY OTHER BUSINESS –** It was agreed that A Thomas would attend the Church Fenton Neighbourhood Plan Steering Group on 3rd May.