

CALBER FACILITIES MANAGEMENT LTD

MINUTES  
Of

Meeting held with

East Challow Neighbourhood Plan Steering Group

On

6<sup>th</sup> December 2016

Present:	Vanessa Bosley (VB)	Caroline Dunston (CD)	Helen Butcher (HB)
	Francis Webb (FW)	Evelyn Constance (EC)	Robin Bashford (RB)
	Chris Nugent (CN)	Peter Rumsey (PR)	Les Cannings (LC)

		Action
<b>1</b>	Evelyn Constance opened the meeting with an overview of the steering group's aims and responsibilities.	
<b>2</b>	Peter (PR) was appointed as the group's chairman.	
<b>3</b>	Les (LC) was appointed as the groups vice chairman	
<b>4</b>	Les (LC) was appointed as the temporary group secretary.	
<b>5</b>	It was agreed that all future meetings would be held on a Monday (dates to be agreed) at 8pm in the village meeting room.	Info only
<b>6</b>	It was agreed that Francis (FW) would book the meeting room on the required dates.	FW
<b>7</b>	It was agreed to distribute the steering group guide and local plan to all present.	LC
<b>8</b>	It was agreed to invite Will Spailing (VWHDC) to a future meeting at his convenience.	PR
<b>9</b>	It was agreed to ask Julia for her advice and guidance on the groups e-mail address.	VB
<b>10</b>	It was proposed that the groups role and project plan would be discussed and agreed at the next meeting.	
	Next meeting to be held on Monday 12 <sup>th</sup> December @ 8pm	