

Neighbourhood Plan Steering Group Meeting 12

Village Hall, Norley Road, Cuddington

Wednesday 30th March 2016 at 7.30pm

Present

Tim Vincent Mike Jeal Kate Johnston Hilary Knowles Alan Latham David Jackson Colin Coles
Eileen Kerrigan John Kerrigan

Apologies: Juliette McDonald, Val Godfrey

Notes of the Meeting:

The Meeting opened at 7.30pm

59 Review of minutes and approval

The notes from the previous meeting were approved.

60 Housing Needs Survey Progress

1. Pilot Feedback

The feedback from the piloting exercise was discussed and modifications agreed. Mike and David undertook to produce a draft that could be used for loading Survey Monkey. After the meeting feedback was received from Emma and Rachel at CWaC and this was also incorporated.

2. Loading Survey Monkey

It was agreed that Colin could be authorised to purchase a licence for 12 months. This authority was given after the meeting by Julie, Clerk to the PC.

Colin agreed to load up Survey Monkey on receipt of the final draft.

3. Printing

John agreed to contact the graphics designer/ printer to confirm the feasibility of achieving our target of delivery of the HNS on the weekend of 16th /17th April.

4. Distribution

A team would be organised by John & Eileen.

61 Road Shows

1. Production and Materials for Display

We need some eye-catching information on each topic area to be placed on the flipchart and /or on tables, depending on the space we are allocated at each venue. This will be developed further at the next meeting.

It was agreed that we would have 12 off A3 maps for use at the roadshows.

Alan suggested that we needed some context setting. After the meeting John requested 2 of the A0

maps marked identically to show the Parish Boundary and the Key Service Centre Boundary on the same map. These will provide a visual play for scene setting

2. Logistics and Manning

We now have four good quality flipchart stands and the promise of a lone of a fifth if needed. These will be relatively easy to transport and erect at each Roadshow.

The team were asked to forward their availability to help at each event to Eileen so that we can make sure we have enough cover at each venue.

3. Documents

Risk assessments for the events at the schools had been requested. Julie was working to provide these.

62 Communication

The Round Tower Special edition advertising the Housing Needs Survey and the April Roadshows had been sent for print. It will be delivered to every home over the first few days of April.

Posters and Banners will be produced ahead of the mid April start date of Roadshows and Housing Needs Survey to ensure that community awareness remains high.

Banner and Poster designs will be circulated to the team.

All village groups will be contacted via email to advise them of the forthcoming Roadshows.

Kate undertook to set up a facebook page to add the Twitter account and to pass the details to Eileen for use in advertising materials. A gmail account had also been set up.

Details of these are: Gmail: cuddingtonnp@gmail.com

Twitter: @Cuddington_NP (note the underscore)

Facebook: Cuddington Neighbourhood Plan

63 Finances

It was noted that the PC had agreed to provide limited funding until a Grant could be obtained, however, obtaining the Grant was now a priority.

64 Review of any agreed actions

The actions agreed in the meeting were reviewed.

The meeting closed at 9.20 pm

Following a request from the team it was agreed that the next meeting will be on Wednesday 6th at 7.30pm.

PLEASE NOTE THIS IS AN EXTRA MEETING

Summary of Actions

| Action | By whom | Due Date |
|--|------------------|----------------------------|
| Consider ideas for a logo ahead of the next meeting and arrange initial meeting | Comms Team | Complete |
| Sign Off NPSG Constitution | All | Ongoing |
| Progress the Grant application to ensure funding from beginning of April | Juliette / Julie | URGENT |
| Forward suggested names of possible contacts in the local business community. After the initial policy ideas have been formulated. | All | April 2016 |
| Prepare script for the RT special edition and seek PC approval. Submit to RT editor | Comms team | Complete |
| Arrange piloting 24 th -30 th March | John | Complete |
| Load up Survey Monkey on receipt of the final draft | Colin | w/c 3 rd April |
| Contact the graphics designer/ printer to confirm the feasibility of achieving our target of delivery of the HNS on the weekend of 16 th /17 th April. | John | w/c 3 rd April |
| Organise a distribution team for the HNS | John & Eileen | w/c 10 th April |
| Produce a chart showing availability for the Roadshows | Eileen | 6 th April |
| Provide the schools with Risk Assessments for the Roadshows. | Eileen | w/c 17 th April |
| Contacted village groups via email to advise them of the forthcoming Roadshows. | John & Eileen | w/c 10th April |
| Provide 12 off A3 maps and 2 off A0 maps for the Roadshows | David | 6 th April |