

Notes of the Neighbourhood Planning Meeting
Wednesday 1st April 2015
7.15pm. Methodist Hall Rooms

NPNSG Members Present: Stephanie Bennett (SB Meeting Secretary), Richard Cass (RC), Cllr Tony Dawson (TD), Allan Letford (AL), Cllr Sally Mandley (SM), Shirley Mullen (SMM), Cllr Helen Papworth (HP, Co-Chair), Jill Parker (Jill P, Administrator), Jon Payne.

	AGENDA ITEMS	ACTIONS
1	<p>Apologies Graham Hopton (GH, Treasurer), Cllr David Milton (DM), Cllr Ian Robinson (IR), Phil Sandell (PS, Co-Chair), Sandie Wilson (SW), Neil Campbell (NC), Josie Maudlin (JM)</p> <p>Previous Minutes One correction Item 4e should read "Aviva are willing to offer money to communities – AL will investigate further"</p>	
2	<p>Declarations and possible conflicts of interest None</p>	
3	<p>Matters Arising Clarity required about amount invoiced by Expert trainer. HP to check with PS</p>	HP
4	<p>Treasurers Report (HP for GH) Locality contacted – our bid has been successful and formal letter received. An award of £4,490 has been made as the amount for questionnaire analysis was considered to be too high. On track to start April 12th. Unused monies to be returned. SB suggested that at each meeting a report is tabled detailing spend against NPC budget money and Locality budget money with anticipated variance against projected budget. Agreed</p>	HP for GH
5	<p>Draft Leaflet critiqued. HP to feed back comments to Graphic Designer as matter of urgency. Alterations and final draft required for next meeting on Wed 15.4.15</p>	HP
6	<ul style="list-style-type: none"> • GIP (RC). Meeting for 18th May can be postponed if required. • Update from Comms Team tabled. All drafts to be passed by HP in absence of PS. <ul style="list-style-type: none"> ○ Rave Bus – SG unclear how it is proposed to be used and whether it is value for money. If it is available and to be used on May Day Lorraine Wood would need to be informed. AL to liaise with IR and either to update HP before next meeting. Decision to use bus is SG decision ○ No leaflets to be handed out on May Day. One leaflet to be displayed A3 both sides for reference purposes. ○ Proposal re SG being made public. Already discussed at length by SG. Members of the public can and have already attended with some being co-opted as they have ideas to contribute. 	AL/IR

	<p>Workshops have to be by invitation to manage numbers. However there are drop in events to which anyone can come.</p> <ul style="list-style-type: none"> ○ HP will feed back SG response to comments about fliers in NPC newsletter and The Villager <p>Thoughts to be shared (PS) Advertising Item 1. - Key strap lines to be incorporated into front cover of Leaflet Item 2,3,4 agreed Item 5. Covering letter felt to be impossible due to work involved and availability of help. Not agreed Item 6. Individual named addressees unlikely to be possible, even if they were known. Not agreed. Item 7.</p> <ul style="list-style-type: none"> • Road -side posters including the process (dates and titles of events) and how to get involved from mid April to last drop in. Comms team to liaise with HP • Establish if David Metcalfe willing to have banner along his fence and what should be on banner. • Ask David Kaye to photograph workshops/meetings/drop ins <p>Item 8 Specific leaflet aimed at younger age group</p> <p>Outreach Item1 Word of mouth essential to success Item 2 – unlikely to be possible within timeframe Not agreed Item 3</p> <ul style="list-style-type: none"> • Identify village organisations • Allocate willing named people to each organisation for short talk or invitation to workshops/drop ins • Each named person to sign people up for specific workshops if possible. • Keep a log of participants signed up through outreach – Name and address to be included (item 6) <p>Maypole Heritage meeting and Northill WI volunteer</p> <p>Item 4</p> <ul style="list-style-type: none"> • Recruitment of young people to distribute a possible questionnaire/ older facilitators not discussed <p>Item 5 – powerpoint presentations</p>	<p>HP</p> <p>HP SM</p> <p>Comms Team HP Comms</p> <p>Comms</p> <p>SMM,SM, HP</p> <p>ALL</p> <p>Comms Team</p> <p>SMM</p> <p>HP</p>
7	<p>AOB For next meeting</p> <ul style="list-style-type: none"> • Josie will do refreshments • Sally will do caterpillars • IR and AL are required • Workshops and drop ins to be covered 	
8	<p>Date and time or next meeting Wednesday 15th April 7.15pm Methodist Hall Rooms</p>	Jill P

Jill P

15.4.15