

DRAFT Minutes of meeting of Neighbourhood Plan Steering Committee

Wednesday 25th April @ 7pm in the Priory Room

Present at Meeting:	Maggie Barber; Kevin Boardley; Alan Twite; Amanda Ellis; Alison Martin; Jimmy Bailey; Gordon Murray; John Blakeway, Kathryn Blakeway; Eddie Dougall; Phil Newby; Trevor Roberts
Apologies:	Sally Johnston; Mick Mansfield; Jaclyn Clark; Richard Belson;

#	Agenda Item	Decisions	Actions
1	Minutes of last meeting	Taken as read	
2	Observer insert	Not all had seen Observer	
3	Election of Chair	MB proposed Phil Newby; Trevor Roberts seconded; elected unanimously	
4	Election of Vice Chair	It was decided to wait for more members to be present	
5	Election of Secretary	Kevin Boardley was elected unanimously. Maggie Barber said she would help out.	
6	Dates for meetings	After careful discussion about timing with Observer publication, it was decided to stick with the last Wednesday in the month for regular meetings as has already advertised. But agreed there will be no meeting in May. Next will be 27 th June	
7	Membership requirements	<p>Jimmy confirmed that 21 members need to commit to put their names down as Steering Group members in order to comply with requirements to move the Neighbourhood Plan forward. This membership not necessarily related to how much time they can commit.</p> <p>Take every opportunity at other community events to encourage more people to get involved and to feedback their views on the idea of a NP using our knowledge of what a NP is and what is needed to get it adopted – i.e. input and engagement from representative cross section of the village demographic.</p>	<p>MB to approach group to ask for commitment to signing up as Steering group.</p> <p>All</p>
8	Meeting organisation	<p>Agenda will contain standing items after the usual items:</p> <ol style="list-style-type: none"> To review Observer/Website publicity for previous month 	

		<p>2. Agree Observer/Website publicity for following month</p> <p>Observer deadline dates are: Thursday May 24th Friday 22nd June Thursday 26th July Thursday 23rd August ? Gardens W/E Friday 21st September Thursday 25th October Friday 23rd November Thursday 20th December ? Christmas</p>	<p>KBo to obtain firm Observer deadline dates for rest of year</p>
9	Logo	<p>Engaging school children in a competition to design. Incentive will be to have your logo used on badges that will be worn at Gardens Weekend, appear on website and on front page of Observer and on all documentation and publicity for the Neighbourhood Plan.</p> <p>Plan is to get this moving in order to have the logo on badges ready for use at the Gardens Weekend.</p>	<p>MB to approach Head asap and to start formulating plan. Arrange to talk to children in assembly. Find out if anyone has a badgemaker we could use.</p>
10	Requirement to establish the boundary for the Neighbourhood Plan	<p>Decided to make the June meeting a Consultation about the boundary for the plan and to use this to engage more people.</p> <p>Lots of ideas but focus on informal engagement of small groups around various aspects to stimulate discussion using various maps, historical facts relating to the village and its boundary, and engaging people in conversation about the plan generally and what is important to them about the future of the village.</p>	<p>JB, PN, TR, AE, GM, AM and KBI to meet on 3rd May, 7pm at Six Bells to finalise a plan based on discussions this evening & design info for Observer and flyers.</p> <p>TR to supply some whiteboards and maps</p> <p>MB to enquire about flipcharts and may have historic maps</p> <p>KBo to order 10 copies of Councillor's Guide to Neighbourhood Planning and distribute before next meeting.</p> <p>Patrick & Mick to take photographs of</p>

		Using this as an opportunity to evidence the beginnings of community engagement in the plan.	event and some of the product of the meeting
11	Forward Planning	July meeting to be about the final stages of launching the logo	All more planning next meeting
12	Meeting Closed	20:40	

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