

Notes from Neighbourhood Plan Steering Group Meeting

Parish Council Offices – Aston Clinton

12th September 2016 at 10.30

Present: Colin Read, Lesley Ronson, Roisin Stewart, Marion Mason, Keith Loxley
Elaine Barry (assistant Clerk and minute taker)

	Item	Action
	<p><u>Purpose of the meeting</u></p> <p>To plan the Feedback exhibition</p>	
1	<p><u>Display Materials</u></p> <p>MM looked at alternatives to the vinyl. Although the vinyl is robust, the cost is more expensive than printing directly to board. Costs for printing directly to boards were as follows:</p> <p>£108 for 5mm £94 for 4mm</p> <p>For 7 in total plus £8 delivery</p> <p>The company could turn it around in 48 hours and if we are not happy with them they will re-do for free.</p> <p>All agreed that they were happy with the option.</p> <p>MM would be creating the designs and producing the artwork. She suggested that each topic should be in a different colour and that these colours could be used for all material going forward. The group agreed.</p> <p>MM to create a sample of the artwork and send to the group for review</p> <p>MM to organise the printing of the final versions</p> <p>MM to take the survey comments and make them into a variety of graphics. RS to help.</p> <p>EB to email the text to MM</p>	<p>MM</p> <p>MM</p> <p>MM/RS</p> <p>EB</p>
2	<p><u>Marketing the event – residents and businesses</u></p> <p>The flyers were being distributed to the residents</p> <p>MM would design and print the posters</p>	<p>MM</p>

	<p>CR and LR would place the posters around the village</p> <p>EB had given the school the wording for the Friday flyer – and it would run for the next 3 weeks</p> <p>EB would be sending an invitation to the following</p> <ul style="list-style-type: none"> • Adjoining Parish Councils (Weston Turville, Halton, Buckland, Stoke Mandeville, Wendover and Tring) • Local Councillors (3) • NHP liaison at AVDC, Olivia Wojniak • Local community groups <p>It was agreed that PW would distribute flyers to businesses</p>	<p>CR/LR</p> <p>EB</p> <p>PW</p>
3.	<p><u>Collation of feedback comments</u></p> <p>CR would be purchasing 14 A1 coloured pieces of card for the feedback comments</p> <p>LT would be providing the art folder to take them home in after each event and then pass to EP</p>	<p>CR</p> <p>LT</p>
4.	<p><u>Signing in register</u></p> <p>EB to create register</p>	<p>EB</p>
5.	<p><u>Photographing of the event</u></p> <p>LT and MM to take photographs and ask permission if they take any pictures of the public. Or take pictures of the backs of people's heads.</p>	<p>LT/MM</p>
6.	<p><u>Volunteer roster</u></p> <p>EB would send a 'doodle poll' to all councilors and volunteers</p>	<p>EB</p>
7.	<p><u>Set – up and dismantle</u></p> <p>Still to be organized</p> <p>PW to arrange with the Anthony Hall for somewhere to store the materials between events</p>	<p>TBD</p> <p>PW</p>