

Notes from Neighbourhood Plan Steering Group Meeting

Parish Council Offices – Aston Clinton

24th August 2016 at 10.00

Present: Colin Read, Liz Tubb, Lesley Ronson, Ed Peile, Roisin Stewart,
Elaine Barry (assistant Clerk and minute taker)

	Item	Action
	<p><u>Purpose of the meeting</u></p> <p>To discuss and plan the Feedback exhibition</p>	
1	<p><u>Marketing the event – residents and businesses</u></p> <p>1) Flyer/leaflet drop</p> <p style="margin-left: 20px;">a) A distributor was selected to deliver to the residents</p> <p style="margin-left: 20px;">b) The flyer was finalised and AGREED</p> <p style="margin-left: 20px;">c) Printer was selected</p> <p style="margin-left: 20px;">d) ACTION Assistant Clerk to send to printers and arrange for delivery with the distributors by 31st August at the latest</p> <p style="margin-left: 20px;">e) Steering group to hand deliver to businesses – ACTION L Tubb to co-ordinate</p> <p>2) Facebook sites</p> <p style="margin-left: 20px;">a) ACTION Assistant Clerk to liaise with Clerk</p> <p>3) Posters</p> <p style="margin-left: 20px;">a) It was AGREED that posters should be displayed at the following venues and that the flyer should be passed to Marion Mason to create a poster:</p> <p style="margin-left: 40px;">i) Rothschild pub</p> <p style="margin-left: 40px;">ii) The Oak</p> <p style="margin-left: 40px;">iii) Post Office</p> <p style="margin-left: 40px;">iv) Parish Council Notice Board</p> <p style="margin-left: 40px;">v) Anthony Hall</p> <p style="margin-left: 20px;">ACTION Assistant Clerk to co-ordinate the distribution of posters</p> <p>4) Websites (Parish Council and Neighbourhood Plan) – ACTION Assistant clerk to organize</p> <p>5) School, Friday flyer – ACTION Assistant Clerk to organise</p>	<p>Assistant Clerk</p> <p>LT</p> <p>Assistant Clerk</p> <p>Assistant Clerk/MM</p> <p>Assistant Clerk</p> <p>Assistant Clerk</p> <p>Assistant Clerk</p>
2	<p><u>Marketing the event to others</u></p> <p>The group discussed who should also be invited to the event and AGREED on the following:</p> <ul style="list-style-type: none"> • Adjoining Parish Councils (Weston Turville, Halton, Buckland, Stoke 	

	<p>Mandeville, Wendover and Tring)</p> <ul style="list-style-type: none"> Local Councillors (3) Local MP (Mr David Lidington) NHP liaison at AVDC, Olivia Wojniak <p>ACTION Draft and send invite</p>	TBD						
3.	<p><u>Display Materials</u></p> <p>The following was discussed and AGREED on:</p> <ol style="list-style-type: none"> All the original display banners from the launch event would be used for the Feedback event There would be 7 tables (one for each topic) Each table would have a 3 X 2 backing board to display the following information - to be finalized at the next meeting. <table border="1" data-bbox="284 846 1182 1350"> <thead> <tr> <th colspan="3">TOPIC HEADING</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 887 584 1350"> <p>Community Consultation Feedback</p> <p>List of the key issues “you have told us this...”</p> <p>For more information visit (NHP website address)</p> </td> <td data-bbox="584 887 895 1350"> <p>Questionnaire results</p> <p>Pie charts Headline issues/stats</p> <p>To be visual and bright</p> </td> <td data-bbox="895 887 1182 1350"> <p>Objectives</p> <p>List the objectives</p> <p>Do you have any comment to make?</p> <p>Leave a space for attendees to add further comments on post-it notes</p> </td> </tr> </tbody> </table> <ol style="list-style-type: none"> Post it notes would be supplied for each table for attendees to leave their comments and a large (A1) size piece of coloured card would be on each table for sticking these post-it notes to. E Peile would take these boards away after each event to collate the responses (L Tubb to take on the Wednesday evening) A large (A1) size coloured card for each table to leave Each table/topic to have a handbook of information for that topic to include: <ol style="list-style-type: none"> Qualitative feedback from launch event Questionnaire feedback Etc.. <p>To achieve the above the following ACTIONS would be required</p> <ol style="list-style-type: none"> C Read to organise backing boards and cut to size Post-it notes to be ordered Order 14 x A1 size coloured card 	TOPIC HEADING			<p>Community Consultation Feedback</p> <p>List of the key issues “you have told us this...”</p> <p>For more information visit (NHP website address)</p>	<p>Questionnaire results</p> <p>Pie charts Headline issues/stats</p> <p>To be visual and bright</p>	<p>Objectives</p> <p>List the objectives</p> <p>Do you have any comment to make?</p> <p>Leave a space for attendees to add further comments on post-it notes</p>	<p>EP/LT</p> <p>CR Assistant Clerk TBD</p>
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	<p>d. Request sample of vinyl for printing display boards</p> <p>e. Topic heads to prepare draft display boards for discussion at next meeting</p> <p>f. Prepare topic handbook per table</p>	<p>Assistant Clerk</p> <p>Topic Heads</p> <p>TBD</p>
4.	<p><u>Collation of Feedback Comments after the event</u></p> <p>It was AGREED that E Peile would action this.</p>	<p>EP</p>
5.	<p><u>Signing in register</u></p> <p>It was AGREED that as with the launch event, there would be a signing in book but that this time it would have a column for capturing email addresses with a data protection note at the top of each page.</p>	
6.	<p><u>Photographing the event</u></p> <p>It was AGREED that L Tubb would take photos and the steering group would ask Marion Mason if she could take photos too.</p>	<p>LT/MM</p>
7.	<p><u>Volunteer roster</u></p> <p>It was AGREED that there should be at least 4 or 5 people at any one time manning the event.</p> <p>ACTION The assistant Clerk would email for volunteer availability.</p>	<p>Assistant Clerk</p>
8.	<p><u>Set-up and dismantle</u></p> <ul style="list-style-type: none"> • Timings and volunteers would need to be agreed for set-up and dismantle • As Lesley would be away for the exhibitions so P Wyatt would be the liaison with Anthony Hall. • ACTION P Wyatt to ask Anthony Hall if display boards from the Wednesday exhibition could be stored at the venue for setting up again on the Saturday. 	<p>TBD</p> <p>PW</p> <p>PW</p>