

UPPER CLATFORD NDP STEERING GROUP (SG)

Monday 12 June 2018

The Old Malthouse, Upper Clatford

Reference Document: SG_Meeting4_12-06-2018

Attending: C Eyre (CE), D Coole (CD), A Newell (AN), A Lockhart (AL).

Observer status: P Heslop (PH)

Apologies: A Wilson (AW)

Minutes by: C Eyre

1	Apologies for absence: Cllr A Wilson (AW)																
2	<p>Publicity and Engagement</p> <ul style="list-style-type: none"> • Banners: The draft concept (below) was approved, but advice required on colour selection (colour blindness). It was agreed that we would arrange for four banners 2m x 0.6m to be placed at strategic points in the Village – agreed sites top of Balksbury Bridge, Watery Lane. Other sites need to be finalised but must be obvious from the road. Production to start immediately after PC meeting at Sign Design in Balksbury Hill. • Engagement Working Group: each SG member will add at least 10 names of people they will approach to the excel spread sheet currently in circulation. This will form the list of invitees for the Engagement Working Group meeting for an introduction to NDP. Need their agreement to hand out intro leaflet and questionnaire to each resident and to offer to collect responses if they are not done on line. • Planned web page: CE demonstrated the draft Hugo Fox web site for NDP. General approval but suggested changes to be provided before PC meeting. • Facebook: Julia Shah to be contacted to arrange a Facebook page • Data Protection: Check with TVBC re use of Electoral role to provide Engagement WG with list of names/street numbers and street names 	<p>CE to get final quote</p> <p>ALL to add their 10 names for next meeting</p> <p>CE</p> <p>CE to liaise with Julia</p> <p>CE</p>															
3	<p>Timeline to Engagement Meeting (planned 9 July)</p> <table border="1" data-bbox="244 1227 1318 2040"> <thead> <tr> <th>End date</th> <th>Activity</th> <th>Responsibility</th> </tr> </thead> <tbody> <tr> <td>12 April</td> <td> <ul style="list-style-type: none"> • WebSite – comments by NDP • Notice in Parish Magazine about NDP (published end June) </td> <td>All CE</td> </tr> <tr> <td>14-18 June</td> <td> <ul style="list-style-type: none"> • Engagement list excel spreadsheet– finalised • Approve questionnaire – CE to update; TVBC to review and check; SG to review; • Banners to be ordered • Web Site – PC to view online and comments • Village Hall – to be booked for 9/7 • Facebook page preparation – Julia Shah • Invite Graham Smith (TVBC) Peter Kiddle (GCPC) to present on 9th July </td> <td>All CE CE CE/PC PH CE/Julia CE</td> </tr> <tr> <td>20 June</td> <td> <ul style="list-style-type: none"> • Website – LIVE (excluding the questionnaire tab) • Banners erected </td> <td>CE and Clerk NDP</td> </tr> <tr> <td>20 - 27 June</td> <td> <ul style="list-style-type: none"> • Print leaflets and questionnaire • Each contact to be called by respective NDP member to explain that they will get a mail • List of willing volunteers finalised (=Engagement WG) • Packs prepared for volunteers (approx. 10 houses each) </td> <td>DC NDP SG NDP SG AN/AL</td> </tr> </tbody> </table>	End date	Activity	Responsibility	12 April	<ul style="list-style-type: none"> • WebSite – comments by NDP • Notice in Parish Magazine about NDP (published end June) 	All CE	14-18 June	<ul style="list-style-type: none"> • Engagement list excel spreadsheet– finalised • Approve questionnaire – CE to update; TVBC to review and check; SG to review; • Banners to be ordered • Web Site – PC to view online and comments • Village Hall – to be booked for 9/7 • Facebook page preparation – Julia Shah • Invite Graham Smith (TVBC) Peter Kiddle (GCPC) to present on 9th July 	All CE CE CE/PC PH CE/Julia CE	20 June	<ul style="list-style-type: none"> • Website – LIVE (excluding the questionnaire tab) • Banners erected 	CE and Clerk NDP	20 - 27 June	<ul style="list-style-type: none"> • Print leaflets and questionnaire • Each contact to be called by respective NDP member to explain that they will get a mail • List of willing volunteers finalised (=Engagement WG) • Packs prepared for volunteers (approx. 10 houses each) 	DC NDP SG NDP SG AN/AL	
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	<p>27th June</p> <ul style="list-style-type: none"> • E-mail to Engagement Group from NDP contact with NDP explanation and invite to Kick Off meeting 	CE																
	<p>27/6– 8 July</p> <ul style="list-style-type: none"> • Collation of packs/road/volunteers 	AN/AL																
	<p>9 July</p> <ul style="list-style-type: none"> • Engagement Kick Off Meeting (open to all) • Distribute packs to Engagement WG 																	
	<p>10 – 20 July</p> <ul style="list-style-type: none"> • Web Site – Questionnaire tab live • All parishioners to be given: <ul style="list-style-type: none"> ○ Leaflet ○ Link to online questionnaire/hard copy 	CE Eng-WG																
4	<p>Budget - Quotations</p> <p>The PC has given approval for expenditure of up to £500. Application for between £500 - £1500 from TVBC approved by SG. So, expenditure of up to £1,000 covered.</p> <table border="1"> <thead> <tr> <th>Budget Item</th> <th></th> <th>2018/9 £</th> </tr> </thead> <tbody> <tr> <td>Engagement Programme</td> <td>Quotes</td> <td>648</td> </tr> <tr> <td>Flyer Printing</td> <td>1000 print run on 150 bond. Bullpitt £188 and Solo Print (Essex) £157.</td> <td>188</td> </tr> <tr> <td>Banner</td> <td>The Rubber Stamp Company on Balksbury Hill - £35 each and Bullpitt of £38. 4 to be made</td> <td>140</td> </tr> <tr> <td>Questionnaire printing</td> <td>Quotes obtained from Solo Print £320 and Bullpitt £362.</td> <td>320</td> </tr> </tbody> </table> <p>Above agreed by NDP SG. To be approved at the PC meeting 13th June.</p>		Budget Item		2018/9 £	Engagement Programme	Quotes	648	Flyer Printing	1000 print run on 150 bond. Bullpitt £188 and Solo Print (Essex) £157.	188	Banner	The Rubber Stamp Company on Balksbury Hill - £35 each and Bullpitt of £38. 4 to be made	140	Questionnaire printing	Quotes obtained from Solo Print £320 and Bullpitt £362.	320	
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5	Next Meeting – 1800 Monday 18th June at Old Malthouse		ALL															

Meeting closed at 1930 hrs

Concept for the 4 Banners

Anna Valley, Red Rice and Upper Clatford

**YOUR NEIGHBOURHOOD
DEVELOPMENT PLAN**

Check out www.upperclatford.com for more information and to stay in touch

