

UPPER CLATFORD NDP STEERING GROUP (SG)

Monday 19th April 2018

The Old Malthouse, Upper Clatford

Reference Document: SG_Meeting2_19-04-2018

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

Observer status: Cllr P Heslop (PH),

Apologies: Cllr A Wilson (AW)

Minutes by: C Eyre

1	Apologies for absence: Cllr A Wilson	
2	<p>NDP Introduction CE and DC have produced a first draft (dated 06/04/2018) of the Introduction to the NDP. This has been to the PC and they have been asked for any final comments.</p> <p>Final Draft to be circulated to PC members 26th April.</p> <p>Final approval to be requested at May PC meeting.</p>	<p>All + PC</p> <p>DC</p> <p>PC</p>
3	<p>Information Leaflet Peter Kiddle (GC NDP) provided a copy of the Goodworth Clatford flyer and explained the process they followed. GC called a general Village Meeting to describe the approach and then used the Questionnaire with the page one intro as provided. So the flyer was part of longer document which also included the Questionnaire, was circulated to every household.</p> <p>CE has approached Farleigh School who have agreed to prepare a draft leaflet and have also offered to print 1,000 at cost. The leaflet will be double sided A4 with 6 panels:</p> <ol style="list-style-type: none"> 1. Front panel – announcing the NDP as opportunity for parishioners to frame and shape 2. Panel 2 – Introduction 3. Panel 3 – Parish Council’s view 4. Panels 4 and 5 – the Process shown as a flow chart. 5. Panel 6 – SG contact details; link to Web site; link to Survey Monkey <p>First draft will be available ~24-25 April – edit comments Modified draft available 30 April</p> <p>The draft will be provided in hard copy to all PC members by 3rd May</p> <p>Review and approval at May PC Meeting 9th May</p> <p>Printing – to be discussed with Farleigh School</p>	<p>All Farleigh</p> <p>Clerk/CE</p> <p>PC</p> <p>CE</p>
4	<p>Draft Questionnaire Parish Clerk to open a SurveyMonkey account for the Advantage package.</p>	

	<p>https://www.surveymonkey.co.uk/pricing/?ut_source=header). Cost is £34 per month.</p> <p>CE and DC to transcribe the current draft Questionnaire (dated 03/04/2018) with suggested changes from last PC meeting, into SurveyMonkey.</p> <p>Hard copy of Draft 2 of Survey Monkey to be provided to PC members thy 03/05/2018 prepare a draft for the next meeting and submission to the next PC meeting.</p> <p>Approval to be sought for Questionnaire at next PC meeting.</p>	<p>Clerk/CE</p> <p>DC / CE</p> <p>Clerk/DC</p> <p>PC</p>
5	<p>Basis of Referendum Check that a household and not individual parishioners is the basis of the Referendum.</p> <p>Ensure the Questionnaire reflects this</p> <p>Assuming this is the case, obtain a copy of the Electoral Role so we can set up a process to log returns.</p> <p>The arrangements for automatically linking questionnaire returns v Electors role to be set up.</p>	<p>Clerk</p> <p>DC/EC</p> <p>Clerk</p> <p>AN</p>
6	<p>Logo CE has approached Andie Wilkinson who has agreed to prepare a logo, using the Goodworth Clatford as an example. Logo to have the three settlement names; Anna Valley, Red Rice and Upper Clatford which some motif.</p> <p>This should be available 29th April</p>	<p>Angie + CE</p>
7	<p>Engagement Working Group It was agreed that all SG members identify 5-10 people that they would be willing to contact to invite as participants in the Engagement WG.</p> <p>A meeting to be held by end May, to explain the reasons for the NDP, process to be followed and their roles. Material to be prepared</p> <p>Explore possibility of an internet link so SM can be shown on line.</p> <p>Date to be agreed at next SG meeting and Village hall to be booked</p>	<p>All</p> <p>DC/CE</p> <p>CE</p> <p>AL</p>
8	<p>Community Groups Interim list of Community Groups and centres developed, and SG members allocated to contact them after the Next PC meeting.</p> <ol style="list-style-type: none"> 1. Women's' Institute – DC 2. May Fayre – CE 3. Garden Club – AL 4. Creche 5. Bowling – AL 6. Burdock Valley Players – CE 	<p>Per list</p>

	<p>7. Village Hall – DC 8. Crook and Shears – CE (and DC) 9. Greenfields – AN 10. Clatford School – AN 11. Farleigh School – CE 12. Andover Tennis Club – AW 13. Cribbage Club (Crook and Shears) - CE</p> <p>Objectives:</p> <ul style="list-style-type: none"> • inform them of plans for new PC Web Site and invite participation • request opportunity to explain NDP process. 	Per list
9	<p>Web Page Clerk has agreed to convert Vacancy Page on current PC web site to NDP.</p> <p>New Web site options are being investigated and possible arrangement will be explored this weekend.</p> <p>Objective is to have customised NDP web site up mid-May</p>	<p>Clerk</p> <p>CE + Clerk</p> <p>PC</p>

Meeting closed at 1900 hrs