

Draft Communications Subcommittee Meeting Minutes – 18/8/16.

Neighbourhood Plan Area Drop-in Meetings.

Time of meeting.

1:30 PM to 3:45 PM.

Subject of meeting.

Planning drop-in meetings (**be known as neighbourhood plan suggestion days**) to obtain views on what should be included in Stoke Golding's Neighbourhood Plan Questionnaire and subsequently Stoke Golding's Neighbourhood Plan

Persons present.

JH, EO, DS.

PG was unable to attend, however discussed her views on the draft plan for the drop-in meetings with JH on the afternoon of 17-08-16.

Documents tabled.

1. Agenda of the meeting.
2. Draft plan for neighbourhood plan area drop-in consultation meetings.
3. Draft plan for neighbourhood plan area drop-in consultation meetings, annotated with PG comments made on 17-08-16.
4. To update people on NP progress.

Minutes.

Discussion proceeded with reference to the agenda and document 3 in particular.

Overview of plan.

All attendees had read the draft plan for the drop in meetings.

An overview of the 'drop-in meetings' was reiterated:

The principal aims of the meeting were:

1. To provide part of our evidence base of people's views..
2. To identify people's views that to be included in a subsequent questionnaire.
3. To give basic information about our NP and NPs in general.

An overview of the draft meeting process was outlined:

To provide two meetings at different times, for as many people as possible to drop-in and express their views of what should be included in Stoke Golding's Neighbourhood Plan.

The meetings to be structured so that people could spend as much or as little time as they wished at the meeting.

The questions used in the meeting should be predominantly non-directive, so attendees would have a blank canvas to express their views.

There would be some closed specific questions to address areas, that are not easy to include in a questionnaire, which would be used for The Neighbourhood Plan evidence base.

The suggested topics were green spaces and if future development was needed, where it should occur.

Discussion of the draft plan proceeded following the agenda.

Questions.

The 'open' questions proposed were discussed along with other proposals. It was decided that the proposed questions would be the least directive and so the following questions were adopted:

1. What do you like about the Stoke Golding area? (Please include your reasons).
2. What don't you like about the Stoke Golding area? (Please include your reasons).
3. Can the Stoke Golding Area be improved? If so how? (Please include your reasons).
4. What facilities do the Stoke Golding Area need for now and the future? (Please include your reasons).
5. Any other comments? (Please include your reasons).

The subjects for the specific questions were considered, including whether other topics should be considered. It was decided that green spaces and areas for potential future development should be used.

It was felt that great care should be taken about how we phrase the question on land development. The following wording was decided on; 'if land was to be required for development, of any sort, where is the most acceptable place?'

There was an overall discussion about presentation.

There would be attendance list at the entrance which would include demographic information. Participants would also be encouraged to sign up for the Neighbourhood Plan updates email list.

An exhibition format would be used, with questions on posters, where those attending could attach post-it notes with their comments (without giving their names) on each question poster.

Maps of green spaces and sites, known to be available for development will be used. Sticky dots could be used to mark the sites as appropriate.

A poster by The green spaces map to have the question:
Which Green spaces do you value? Please tell us why?

Other information about The Neighbourhood Plan.

On consideration the following were decided on:

1. A map of the Neighbourhood Plan Area.
2. A poster to explain How the event works.
3. A rolling power point presentation about the event and the Neighbourhood Plan. Presented in the short simple messages.
4. Examples of a neighbourhood plan, probably Market Bosworth's.
5. A poster to show where we are now and a realistic timescale for completion. A simple flowchart of the neighbourhood plan process, with ticks

to indicate the tasks completed. The neighbourhood plan project plan could be used as a basis for this.

Materials needed.

It was thought that 200 people (approximately 10% of Stoke Golding's population) might be at the two events in total.

The subcommittee felt the following would need to be provided.

1. Eleven A 1 size question/information posters. DS to design posters. Eight posters to be printed, possibly by Elite Printers. Three maps. JH to ask RM to arrange this using HBBC and if necessary Kirkwells consultants. Smaller instruction posters will also be needed.
2. Stationary:
 - a. 15 packs of 94 four inches by four inches post it notes.
 - b. 50 brick pens (or similar).
 - c. Five packs of A4, 500 sheet photocopy paper.
 - d. Sticky dots.
 - e. One banner to mark the entrance of meeting.
 - f. 20 balloons with the neighbourhood plan logo to brighten the exhibition rooms.
3. Poster boards

11 poster boards. EO and DS to investigate obtaining the poster boards from St Margaret's school, St Martin's School, Redmore school and Hinckley Art Society. (St Margaret's school boards may be too small and too low, because they are for junior school children).
4. Tables and chairs so that people can sit and write out their comments.

Refreshments.

To be provided for volunteers (a suggestion by JH not given within the meeting of tea, coffee, juice and biscuits).

No refreshments need to be provided for attendees. It was felt that participants would only wish to drop in, participate and then leave. It was also reduce the need for volunteers, setting up and clearing up.

Volunteers.

There was a strong feeling at the meeting that all advisory committee and parish Council members (The PC being in charge of The Neighbourhood Plan) should attend the suggestion days to provide explanation to the participants and try to make each group less distant from the participants. They would not need to be present for the each entire event. It was also thought that County Cllr Ivan Ould might also be interested in the events.

JH to prepare a grid for volunteers needed and the times they are needed for.

DS, EO and JH to approach potential volunteers and ask them to sign up to a job and time on the grid.

Younger members of the community in particular should be encouraged to volunteer.

Length, timing and venue of meetings .

Wednesday 19th October, 7 PM to 9 PM, at the Methodist Hall.
Saturday 29th of October, 10 PM to 2 PM at the Baxter Hall. (It was felt that a morning meeting extending into the early afternoon, would allow people to come to the meeting and then get on with the rest of their weekend.

Publicity.

Principals

The purpose of the meeting needs to be made very clear, that this is an event for people to give their views in order to structure The Neighbourhood Plan (a point first made by PG).

To this end the events will be known as **Neighbourhood Plan**

Suggestion Days.

Publicity should be made very clear that participants are not attending to view a finished neighbourhood plan but to shape the plan.

For instance wording might include such statements as have your say on what should be included in Stoke Golding's neighbourhood plan.

Method

The principal form method of publicity will be postcards to be designed by DS.

Other publicity will include posters, flyers to Stoke Golding groups and societies, Stoke Golding website, Stoke Golding and Daddlington Co-op site.

Use of other possible methods such as school newsletters/websites, Scout Facebook page and Stoke Golding club websites e.g. football club.

Actions.

1. **DS to prepare a mock poster as an example to get printing quotes.**
2. **JH to obtain quotes for postcards, posters and if possible banners and balloons from Elite Printers.**
3. **JH to request RM to organise maps required.**
4. **DS to design postcard, advertising poster, posters for use in the suggestion days. JH to assist with prose as necessary e.g. flowchart. Deadline for preparation of designs- 4th of September.**
5. **DS to prepare flyers for Stoke Golding groups. EO to arrange distribution of flyers.**
6. **EO to contact schools re newsletter/ web page publicity**
7. **JH to contact scouts and football teams re electronic publicity.**
8. **JH to prepare a grid for volunteers to sign up to.**
9. **EO, DS and JH to request individuals to volunteer to assist at the events.**
10. **JH to assess if extra postcards are required.**
11. **EO to contact St Martin's and Redmore schools to obtain poster boards (she has already had a positive response**

from St Margaret's school, however the number of boards and the sizes of boards may not be appropriate).

12. JH/GC to prepare power point presentation.
13. JH to source projector and screen
14. JH to estimate the cost of stationary required.
15. JH to contact Theresa case with quotes.
16. PG to arrange Distribution of postcards. JH to deliver postcards to Higham area
17. DS to arrange posters on boards after they've been set up for the events.
18. BN and JN to collate responses into themes for the NP questionnaire and NP Evidence base.