

Draft Communications Subcommittee Meeting Minutes – 8/9/16.

Neighbourhood Plan Area Drop-in Meetings.

Time of meeting.

3:30pm to 5:00pm.

Subject of meeting.

Planning Neighbourhood Plan Suggestion Days/Events and progress towards delivering the suggestion days.

Persons present.

JH, EO, DS, PG

Documents tabled.

1. Agenda of the meeting.
2. Draft plan for neighbourhood plan area drop-in consultation meetings, version 4.
3. Minutes of communications subcommittee meeting of 18/8/16
4. Possible changing to wording of questions.docx.
5. Possible postcard wording for suggestion days.docx
6. A draft design for the publicity postcard for the suggestion days.
7. Possible wording for explanation poster.docx.
8. Copy of Suggestion day attendance sheet.xlsx
9. Copy of NP Emails list - Suggestion Days.xlsx
10. Draft grids for volunteer tasks for both suggestion events.
11. Copy of Suggestion days meeting costs. for grant form.xlsx

Minutes.

Discussion proceeded with reference to the agenda and the other documents as appropriate.

The minutes of the previous meeting of 8/9/16 had been circulated and it was agreed they were accurate record of the meeting.

Deadlines for postcards and posters.

There was a discussion about timing of preparation designs of posters and postcards, printing and their distribution. The deadline for the finished postcard design was 21st of September at the latest. This would allow one week for printing, two weeks for distribution and so at least two weeks prior notice of the meetings to the Neighbourhood Plan Area.

PG noted that two of her regular postcard distributors were indisposed. EO offered to try to persuade two potential volunteers to take their places. Poster designs should be completed by 11th of October at the latest.

Progress report.

Display boards.

JH-Obtaining display boards was regarded as important for keeping meeting costs down. The cost of hiring book of boards was approximately £387.

EO had previously reported that four, Childs height, display boards could be obtained from St Margaret's school. She further reported that St Martin's School was prepared to provide two display boards.

DS reported that Hinckley Art Society would not supply display boards. She would see if Redmoor school could provide boards.

JH would approach Dixie school to see if it was possible to borrow or hire boards.

Postcards.

DS had already prepared a very good draft postcard. It was suggested that the minor modification of changing AM and PM to lowercase would make them a little clearer.

Flyers.

Flyers to be distributed to groups and societies within Stoke Golding. DS to prepare designs based on her draft postcard design and EO to arrange distribution.

Volunteers.

There was a brief discussion of the volunteer grids. They would need modification according to the arrangements for obtaining display boards. There was a general consensus that people needed to be asked directly to help out.

JH, EO and DS had all previously agreed to ask people they know to volunteer.

It was also thought that a further request for volunteers from the email list was worthwhile.

Reporting future progress.

The next meeting of the communications subcommittee to be on 5/10/16 at 1:30 p.m.

Regular updates by email from each member of the committee.

Suggestion day draft plan changes.

These were agreed.

Explanation poster and changes to questions.

Questions for the suggestion days had been discussed at the previous meeting. Only suggested changes and a draft explanation poster were discussed. Documents showing proposed changes and a draft explanation poster were discussed. The results of the discussion are available in documents: Changes to wording of questions - post-meeting.docx and Possible wording for explanation poster version 2 post-meeting.docx

Draft grids the volunteers and costings.

These were briefly referred to as documented earlier.

Actions.

1. **DS - The final draft of the publicity postcard should be completed by 21/9/16.**
2. **DS - Poster designs to be completed by 11th October.**
3. **PG to organise arrangements for postcard distribution should start on 28th of September and be completed by 12 October.**
4. **DS - Preparation of design of Flyers.**
5. **EO- Distribution of Flyers.**
6. **DS- contact Redmoor School about display boards.**
7. **JH- contact Dixie School about display boards.**
8. **DS - make the minor modifications to the draft postcard suggested.**
9. **JH, EO, PG and DS to request volunteers help.**
10. **JH to include a request for volunteers on the next email communication.**