

Meeting 20/06/2016 — Shavington-cum-Gresty

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Notes from Steering Group Meeting 20/06/2016



Present: Sharron Tew (notes), Janet Clarke, Bill Atteridge (chair), Councillor Kevin Gibbs, Councillor Ben Gibbs, Councillor Steve Edgar

1: Apologies

Hugh Ashworth, Julie Ashworth, Steve Vale, Adrian Hancock, Councillor Rene Hancock, Councillor Eddie Ankers.

2: Note-taker for the meeting

Sharron Tew volunteered.

3: Declarations of interest (Parish Councillors)

None.

4: Conflicts of interest (Non-Parish Councillors)

None

5: Minutes

Agreed minutes from extraordinary meeting on held on the 23.05.2016.

Advised:

- £4,000 has been agreed for the launch and initial activities.
- £10,000 has been agreed for the first year of the Neighbourhood Plan.
- To date £3,300 has been accounted for.

Ben and Bill are keeping a record of expenditure.

Advised that only need one member of the steering group (Non-Parish Councillor) and 2 Parish Councillors are needed to agree to funding requests to go forward to the Parish Council. This minimum attendance also constitutes the quorum for an official SG meeting.

6: Status of planned activities to showcase NP

6.1. Parish Council approval of initial activities budget

We need to make sure that we have approval and monies allocated before Christmas. This means that we will need to forward a plan to the parish council by the end of November for next year.

6.2. Logo & Branding

Photos of Shavington needed.

6.3. Banner prep, flyer printing

Discussion on type of questions and what will be in the flyer. See notes on sections 7 & 8.

6.4. School poster competition

School poster on hold schools are busy at the moment to promote this but are interested in it. Also to include cubs.

6.5. Village Festival 2 July

Form to apply to have a stall at the festival has been completed and submitted—no response has been received back for confirmation from the organisers. Bill to contact the organiser for confirmation.

6.6. School Fair 8 July

Given ok verbally to attend and have a stall.

6.7. Questionnaire distribution: Festival, Fair, Leaflet Team, Village Voice

Questions by 12 noon this Wednesday so ready for the 2nd July, if not—will definitely be ready for the 8th July and the Village Voice.

7: Selection and approval of logo concepts

Discussion took place on the branding provided by the Brave Little Tank and feedback given from councillors. No further examples of branding have been forwarded to the group. Decision made on the information from the Brave Little Tank.

Agreed:

- Logo—Leaf
- Tag Line—Your Vision, Our Community, Our future.
- All liked the Banner examples and outdoor display example.
- Photos of Shavington Sum Gresty would be best to use. (Ben will take some photos around the Parish and email them to the Brave Little Tank for inclusion in the branding.)

8: Discussion and decision on concepts/ issues/ subjects for questionnaire

Agreed: Cut off date to be 15th August for the questionnaires.

Types of questions discussed and agreed to use open questions initially to encourage responses and ideas from the community.

Agreed: there would be 4 open questions along the lines of:

- What is wrong in SCG?
- What do you like/what's good?
- What would you change?
- What is missing?

Agreed: All questions to go on one side of the A5 leaflet so that it can be ripped off and returned leaving the information about the Neighbourhood Plan to be kept by the resident.

Box collections of the leaflets: New Life Church (permission given), Village Hall, NISA, COOP, The Elephant, Cheshire Cheese, Petrol Station—permission to be sought.

Design on the questionnaire to include photos of SCG, do we have any stock photos? Janet to check what photos she has from the last plan that she was involved in. Ben to check what photos the Parish Council have.

Agreed: To ensure that the leaflet advises the community that the questionnaire is open to all members of the household to complete.

9: Methods of response to questionnaires—requirements to implement

Online form—An online form will be devised for those who would prefer to use this form of feedback. This will include postcode so that we can filter out non-residents submissions. Ben has agreed to create the online form.

Twitter and Facebook are good sources of social media to interact with the community to advertise the neighbourhood plan.

Agreed: Online name group to be the same as the domain name, groups preferred suggestion would be:

- Online group name—scgplan
- Domain Name—scgplan.com

Email address—to be considered at a later date once the domain has been set up.

Ben discussed the positives of using social media to advertise the Neighbourhood Plan questionnaire.

Agreed: To make use of paid advertising on Facebook—Ben to arrange.
5 to 7 days at £25 per advert.

To include photos of the parish, the Neighbourhood branding and text similar to 'Click here to complete survey'.

Timings of online advertising

- Tuesday 28th June prior to Summer Festival to end on the Saturday 02/07/2016.
- Monday 4th July prior to Primary School Summer Fair to end on Friday 8th July.
- Around Saturday 30th July for when the village voice has been delivered to encourage completion of the surveys for 5 days.
- Thursday 11th August to end on Monday 15th August to get more completed questionnaires prior to the closing date.

10: Discussion of possible locations for display of NP banners

2 x banners approximately 2000 x 600

To seek permission from the Parish Council for the Banner to be displayed on the railings outside the Village Hall.

2 x Roll up banners—Rope Green Surgery/Pharmacy? Other in the Village Hall when not in use.

Permission to be sought.

Posters—Possible areas to display: COOP and NISA, Parish Notice Boards, Petrol Station, possibly Public Houses, Churches. To Carry forward to next meeting for discussion. Discussed if possible to have a poster with a clear sleeve at the bottom so that progress of the Neighbourhood Plan can be place in this without having to change the poster.

11: Members representing SG at festival and fair

11.1. Summer Festival 2nd July

Available: Steve, Bill, Ben, Janet, Sharron (possible).

11.2. School Summer Fair 8th July

Available: Julie, Hugh, Bill, Kevin.

12: Issues for inclusion on the next meeting agenda

- Location of Banners—suggestions.
- Location of posters.
- Engagement of Community.
- Discuss some of the feedback given on the questionnaires to date.
- Approximate quotes for advisor as need quotes from the Community Action Team and 2 others.

13: Confirmation of date of the next meeting

18th July 2016, 7.30pm, Shavington Village Hall

14: Formal requests

- Leaflet drop week after Primary school summer fair.
- Permission for Neighbourhood Plan banner to be attached to the railings outside the village hall.
- Confirmation from the Parish Council that the steering group have permission to publicise the progress of the plan with the community.

