

Pavenham Neighbourhood Plan

Minutes of Steering Group Meeting held on 31 March 2015

Apologies: Roger Whilding, Jim Russell, Peter Sharpe, John Stamford, Jon Bramwell

Attendees: Peter Daniel, David Evans, Brian Greenwood, Christina Holloway, Hugh Josty, Ian McKenzie, Emma Pearce, Margaret Telfer

Minutes from 17 March Meeting – as per Agenda slide 2 (actions outstanding)

1. Need to identify right person within Borough Council to obtain large scale map – **Action IM**

The Following minutes should be read in conjunction with the updated Agenda slides attached/or previously sent by HJ.

Web Site – Agenda item 3

1. The Village Hall Committee has agreed for us to utilise the “Village Hall” status as a charity thereby greatly reducing site and software costs. Concept might be a “Portal” facilitating a site for various Village organisations, e.g. PNP, Village Hall, Parish Council etc. **Action IM**
2. Web site structure, IM felt that the Stevington site was a good example and we would work along similar lines.
3. Provisional launch date is 1st May; reference to the site before then may need to be caveated ‘under development’
4. We will consider use of “Drop Box” as a file sharing facility. **Action EP to disseminate**

Launch Event – as per Agenda slide 4

1. Launch Event date now 19th June (15.00 - 20.00) and 20th June (10.30 - 16.00)
2. Ask WI if they would provide helpers for tea/coffee rota. **Action HJ**
3. Note deadline of approx. 20th for insertion in Villager Magazine.
4. Determine cost of additional Villager Magazines for June. **Action DE**
5. Check with PS for slot on Agenda at Annual Village Meeting. **Action HJ**
6. Target Annual Village Meeting on 29th April for availability of Flyer. **Action HJ, EP**
7. **Give presentation to Annual Village Meeting. Action HJ, CH/EP**
8. **Give presentation to WI May 6th. Action HJ, MT**
9. **Liaise with Flower & Produce show re competition. Action MT**
10. Steering Group members to build their own list of contacts that agree to receive emails relating to PNP. To be reviewed at next Steering Group meeting. **Action All**
11. Set up Facebook page. **Action EP**
12. Identify Club/Group contacts, Fellowship, Book, Discussion Forum, others. **Action HJ**
13. Investigate advertising event via local schools. **Action EP**
14. Target all Launch material to be ready for Steering Group meeting on 5 May 2015. **Action All**

Community Engagement – as per Agenda slide 5

1. As per Agenda Slide

2. As per Community Champions Slide - identify Business Champion. **Action HJ**
3. As per Proposal to Simplify Themes slide, need to identify Transport champion. **Action HJ**

Plan – As per Agenda slide – look for any clashes/issues. **Action All**

Funding – As per Agenda slide 7

1. “We are eligible to apply for funding”, response from NP Body.
2. We may need to provide more detail of the costs. **Action MT/JB to advise HJ**
3. There was general agreement that we have the expertise to construct the Questionnaire and possibly not require funding for consultancy, there is none in initial funding request.
4. Funding possibly required for hire of display boards, Village Hall ones are available but they are insufficient and not top quality. Check cost and source. **Action DE**

Project Logo/Strapline – as per Agenda slide 8

1. General agreement for selection C, provided green and blue clearly differentiates land and water!
2. Proposed straplines unfavourable, “Taking control of our future” was suggested and received a very favourable response. Subject to any negative feedback this will be our strapline . **Action All**

A.O.B.

1. Invite Pat Olney to next Steering Group meeting on May 5th. Action HJ
2. Launch planning meeting arranged for 9th April, 7pm, 4 Brookfields for HJ, PD, CH. and any other committee members who may be available.
3. Terms of reference as sub-committee of Parish Council to be agreed. Action BG, HJ

Next Meeting: May 5th at 8.00pm, Village Hall.

David Evans 1/04/2015

File: Steering Group Minutes.