

Present: Gail Thompson, Alec Davies, Alan Haslam, John Wood, Gary Collier, S M Jackson, Tony Ismay, Kate Baugh and Verlie.

1. Agree date for next meeting. Tuesday 27<sup>th</sup> 7.00.
2. Agree date or event, Gail to book 23<sup>rd</sup> October with Terry.
3. Character Assessment, all done. Layout, small pictures and text alongside. KB Character assessment does not need to be as detailed as character appraisal. KB – Parish Councils can go to OS and get a free link for mapping. Kate to send link to Gary. Able to download maps and amend. Can not use Google Maps. Can draw on your Maps with arrows for example. Aim, show people what there is.
4. Need to agree a common format as a group for clarity. Can use assessment document for event and put into a different format for final document. Final document will have comments from event. Change cover page and put on logo, “area 3” should be on front page along with what that area represents. Concerns were raised that a considerable amount of work has been done and that it was not minuted that the individuals would need to collate it in a specific format. KB confirmed to submit in format already done and can be incorporated into document at end.
5. Parish Clerk has resigned, adverts in place for replacement.
6. All areas have now been covered, notes and photographs taken.
7. Had an offer for a drone to take pictures, to be discussed, if there a cost? Confirmed would do for small cost, to be discussed.
8. Advertising – all seen copy of poster. Need text for poster – need to agree wording. Will be producing 400 fliers. Budget 250.00, well under budget.
9. Content – time/date/come along/find about Alvington Past, Present and Future. Free cream Tea. Up budget and do double sided- come and have your say.? Yes – Kate to send text to Victoria. Leave out the word development to attract people in.
10. Timings – 10 – 4.
11. Allocations plan for district is now online.
12. Kate was to re confirm costings with Victoria as seem very reasonable.
13. Gail – action to contact Andrew ( Clerk) to see if grant has been awarded yet.
14. We now need to buy memory sticks when grant has been confirmed. All character assessments can then be filed in one place.
15. We need a map with all planning applications showing.