

Alvington Neighbourhood Development Plan

Committee Meeting Minutes

23/05/2016 at 13:30

Present Garry C.
Ann T.
Verlie E.
Alec D.
Kate B.
Dan P.
John W

1 The **application for Alvington to be recognised as a 'neighbourhood'** in relation to a NDP application has been **approved** by FODDC.

2 **Communication strategy** agreed from NDP Meeting 18/04/16 approved with the following additions.

- I. Any released documentation in relation to NDP should be entitled with '*Alvington NDP*'.
- II. Any standardised or templated documentation should be adjusted to show correct locations names dates etc.
- III. All information submitted should be references and cited where possible.
- IV. Versions of documentation should also be referenced on any documentation and subsequently altered copies. (version 1.1, 1.2 etc.)

This is to ensure continuity and transparency for later collation and scrutiny should anything need inspection by FODDC etc. It is imperative we all adhere to this framework.

V. Paper copies of previously emailed documents to be made available for following meeting for those who may have missed them.

VI. Paper copies of minutes, to be sent to anyone who requires them.

>**ACTION – GAIL**> Please check any previously released documentation for correct information like dates, locations names and versions etc.
Please print and bring paper copies of documentation and minutes to subsequent meetings.

>**ACTION – ANYONE**> Can someone please take responsibility to drop off copies of paper documentation to those who need them?

>**ACTION – DAN**> Arrange meeting with Kevin from That Media Group to look at quotes for graphic design.

3 **Budget reviewed** and agreed during meeting for following 6 months. (Backdated to Committee start)

>**ACTION – KATE**> Please send amended budget to Committee.

>**ACTION – ALL**> Please can everyone ensure receipts for photo-copying, buying paper, print cartridges etc. are submitted to Garry at the earliest opportunity. Garry will in turn pass onto Andrew for collation and Andrew will then issue a statement and payment for each.

>**ACTION – KATE & GAIL**> Submit application to FODDC for 6 month funding based on projected and agreed budget.

>**ACTION – GARRY**> Please clarify with Terry Jones the correct amounts to hire hall for events based on day rate.

4 **Event Planning.** We will be holding a day event on Saturday 8th October from 09:00 – 19:00 in the Village Hall to engage with the community and ask for feedback into the NDP.

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The main aims of the event are:

- Give information about Alvington. Past, Present & Future.
- Show evidence gathered between now and then.
- Highlight current issues using themes.
- Ask for feedback and gathering opinions.

There are several things, which will need addressing in order to make this event as successful as possible and engage with as large a proportion of Alvingtons' residents as possible.

Publicity

Needed:

- Logo for parish/NDP
- Standardised publication and marketing template which can be easily amended to suit purpose and event
- Estimated printing costs for:
 - Printing 2 x A2 posters for event
 - Aprox 500 flyers
 - Cover page for NDP or total printing on final NDP x 20 copies

>**ACTION – DAN**>

Follow up contact with That Media Group and arrange meeting (preferable Monday afternoon) for group to discuss ideas for marketing, logos, printing and formatting for future publications in relation to NDP.

Evidence Collection

We need to gather as much information and data as possible in order to demonstrate evidence based policy making when it comes to writing the final NDP. For this reason, the plan is broken down into themes. We have each been allocated an area for which we need to gather as much information as possible on our given subjects. They are as follows:

| | |
|----------------------------|-------|
| Parish Characteristics | John |
| Designations | Garry |
| Policies and Standards | Dan |
| Character and Housing | John |
| Employment and Economy | Dan |
| Facilities/Services | Dan |
| Green Spaces | Garry |
| Roads, Traffic & Transport | Garry |

It would be very kind if other committee members could assist the three volunteers who put their names by the evidence topics - in gathering as much information as possible. Please could all ensure evidence is cited and sourced? Kate will send some documents out which will outline exactly what needs to be included under each heading.

>~~**ACTION – KATE**~~> ~~Send GRCC Guidance on gathering information for NDP & 'know your patch'~~

Refreshments

>**ACTION ANNE & VIRILE**>

Look into costings and planning for refreshments for event using appropriate budget. Larger catering size items can be purchased at cheaper rates through Selco. (See Dan if this is needed)

NEXT NDP COMMITTEE MEETING ARRANGED FOR MONDAY 27TH JUNE AT 13:30