

UPPER CLATFORD NDP STEERING GROUP (SG)

Monday 19th April 2018

The Old Malthouse, Upper Clatford

Reference Document: SG_Meeting_19-04-2018

Attending: C Eyre (CE), Cllr A Wilson (AW) A Newell (AN), A Lockhart (AL).

Observer status:

Apologies: Cllrs D Coole (CD), Cllr P Heslop (PH),

Minutes by: C Eyre

1	Apologies for absence: Cllrs D Coole (CD), Cllr P Heslop (PH),	
2	<p>Update on discussion with TVBC</p> <ul style="list-style-type: none"> • Statutory notice has been received and is being processed. It will be in the Andover Advertiser for the next 3 weeks and assuming there is no objection (very unlikely) we will be informed that TVBC has our NDP registered. • Application for funding: there is up to £1500 available (amount depends on the number of residents). It can be used for anything related to the NDP and does not require matching funds. SG AGREED that we request the Clerk to apply (which can be done immediately). • Record keeping: Graham Smith emphasised the need for good records, especially on all activity in respect of community engagement (events and names) • Feedback on leaflet and questionnaire: No specific comments on the leaflet other than it is not a good idea to use scare tactics to get engagement. On Questionnaire, they suggested we put the demographic section (to be renamed “We would like to start with some information on you”) at the beginning and that we add maps were appropriate. TVBC Survey Monkey expert to provide some help. 	<p>Parish Clerk to contact TVBC</p> <p>All</p> <p>CE to meet TVBC SurveyMonkey expert</p>
3	<p>Publicity and Engagement</p> <ul style="list-style-type: none"> • Electoral list of residents: TVBC have provided the electoral register as an excel file. This is now with CE and AN. • Engagement: several ideas were discussed including: <ul style="list-style-type: none"> ○ Banners as recommended by Nick Shah in his mail. It was agreed that we would arrange for four banners 2m x 0.6m to be placed at strategic points in the Village (see over for draft contents). Suggested locations were top of Watery Lane, Playground in Anna Valley, Pub and Balksbury Bridge Play field. These should go up in 2nd week of June after PC meeting ○ Engagement Working Group: each SG member to add about 10 names of people they will approach to the excel spread sheet currently in circulation. All to be invited to an intro meeting, probably in the Skittle Alley for an introduction to NDP and to get their engagement. Their role would be to hand out intro leaflet and questionnaire to each resident and to offer to collect responses if they are not done on line. ○ Engagement WG meeting: this will take place in second half of June/early July. Invitees will be asked to confirm willingness to distribute and collect and allocation of roads/names to Engagement WG members will then be made. 	<p>CE to get final quote</p> <p>ALL to add their 10 names for next meeting</p> <p>AN and CE to finalise</p>

	<ul style="list-style-type: none"> • Planned web page: CE updated SG on plans for new PC web site., NDP will have a page. This will be constructed on 29th May and contents to be approved next SG meeting. • Facebook: Julia Shah has agreed to prepare a Facebook page and will “introduce” it to all the appropriate friends she has on her Facebook page. Julia has also offered to keep it updated and post new developments 	<p>AL to prepare draft content. CE to Draft Web page</p> <p>CE to liaise with Julia</p>
4	<p>Budget - Quotations</p> <p>The PC has given approval for expenditure of up to £500 and we also have £500 - £1500 from TVBC. So, we can spend up to £1,000 at this time.</p> <ul style="list-style-type: none"> • Banner: Quotes from The Rubber Stamp Company on Balksbury Hill od £35 each and Bullpitt of £38. It was agreed that we would have 4 made. • Leaflet: Quotes have been obtained for 1000 print run on 150 bond. Bullpitt £188 and Solo Print (Essex) £157. • Questionnaire: Quotes obtained from Solo Print £320 and Bullpitt £362. <p>All to be agreed and approved at the next meeting.</p>	
5	<p>Next meeting</p> <p>1800 hrs on 7th June at the Old Malthouse.</p>	ALL

Meeting closed at 1900 hrs

Concept for the 4 Banners

