

MINUTES FROM NDP MEETING – 5:30pm CHURCH HOUSE 25th OCTOBER 2018

Attendance: Mike Hobbs **MH**; Peter Male **PM**; Rob Humphries **RH**; Georgina Kelly **GK**; Greg Hall **GH**; Keith Baker **KB**

Volunteer Sec: Tom Wheeldon **TW**

Apologies: Julie Wheeldon **JW**

Other attendees: NIL

The Chairman **MH** called the meeting to order.

The Draft minutes of the 18th October 2018 meeting have been 'Approved' prior to this meeting, and are now available on the NDP website.

1. Apologies

As indicated above.

2. Communications

- a) **GK** Gave a brief overview of her thoughts and ideas on simplifying the dialogue in relation to the required NDPG parish wide communication links. She further emphasised that accuracy of information in all communications must be upheld.
- b) **PM** Agreed, adding that communications should be simplified and advised on consistency in terminology.
- c) **GK** Then read from her 'Draft Communication Document'. The group offered their considered opinion as appropriate. **GK** took notice of all comments/advice and will bring the 'Draft Communication Document' to a more complete version in readiness for DNDPG final approval.

ACTION: **GK** to bring the 'Draft Communication Document' to a version for NDPG final approval over the weekend 27th/28th October 2018.

ACTION: **ALL** To read the revised version of the 'Draft Communication Document' over the weekend 27th /28th October 2018, and provide any further comments directly to **GK**, and/or agreement to take the Document to 'Approved' status.

- d) **MH** Informed the group that he will be contacting the PC to provide NDPG attendance at the 24th November 2018 PC 'Surgery' at Church House. The intention will be to continue this process with the PC, in order to allow residents to discuss the Neighbourhood Plan process with NDPG members and/or leave their comments. He further commented that he would enquire about the availability of 'comments' boxes that may be held by the PC?

ACTION: MH To liaise with the PC and make arrangements for NDPG attendance at the PC 'Surgery' at Church House. **MH** To also enquire of 'comments' boxes availability.

- e) **RH** Will take up the role of 'Social Media' owner.
- f) **TW** Will administer the central Email communication through his role as Volunteer Secretary to the NDPG.
- g) **PM** To ensure that notice boards reflect the latest/updated information regarding communications.

ACTION: MH Contact PC about access to the various PC Notice Boards.

3. Funding Application

- a) **RH** Confirmed that an enquiry had been sent to 'Locality' funding and that a response is anticipated by Monday 29th October 2018.

4. AOB

- a) **MH** Will provide an update of the work of the NDPG at the PC meeting 31st October 2018.

5. Agenda, date and time of next meeting

These minutes will inform the items for the next Agenda.

ACTION: MH to produce Agenda and distribute for comment at least 48hrs before the next meeting.

All **ACTION** points to be processed. If there are any problems in completing **ACTION's** get in touch with the committee for assistance ASAP.

Next meeting: Thursday 1st November 2018 – 7pm – Church House

ACTION: TW to book the room

With effect from 1st November 2018, the public will be invited to attend the first NDP meeting of the month.

The NDPG minutes will inform of the date, time and venue.