

Community Engagement Working Party

Meeting, Brunel Room

August 4th 2015

Minutes

Those in attendance: M. Inskip, S. Partington, S. Smith, R. Wisdom

1. Preparation for the Neighbourhood Plan Open Day – October 3rd 2015

- **Consultant selection – Planner and Group Leader for Sport Group**
Which Consultants – After some discussion it was agreed that we should appoint Alex Munro of Maroon Planning to undertake the Planner role as outlined in his latest quote. The deciding factor for the appointment was that the other candidate for the role is unavailable to attend on October 3rd and would therefore had to have provided a substitute to attend on the day. It was agreed to proceed with the appointment of Christina Coates, Head of PE at Witchford Village College as Group Leader for the Sport Group.
Appointment process – Both Consultants to be informed of their appointment subject to our successful application for a grant.
Action: R.Wisdom to contact both Consultants of their appointment and dates as appropriate. Also to inform J. Megginson and K. Travers, Group Leaders of the Biodiversity Group of the Training date/time.
- **Grant Application** – The process was discussed and agreed that we should proceed with an application to cover the costs of the two Consultants as detailed in their quotes (allowing for mileage in the case of Alex Munro) and for the room hire on both the Training Day and Open Day on October 3rd 2015.
Action: R.Wisdom to send R. Hughes the link for the Grant application who then makes the application. R. Wisdom to ask C. Coates for confirmation of relevant qualifications.

- **Training Day**

Date – Sept 12th (provisional at this stage)

Time – 9.30-1.30pm

Venue – The Glebe

Format – As outlined in the quote of A.Munro.

Action: R. Hughes to book room. R. Wisdom to ask A. Munro for any requirements he has e.g. photocopying/equipment.

- **Gaining attendance for October 3rd**

It was stated that the Open Day appears on the front page of the Newsletter which is scheduled for delivery August 15/16. It was agreed that a flyer would be created for handing out at Picnic in the Park on September 5th, and for poster sites in the village including One Stop and for distribution by Sutton Primary School. Other methods of promotion agreed upon included Local Radio, Sutton Noticeboard (Facebook), Parish Council website, Invoice Packs and Pepperpot. Land owners and Local business to be contacted via letter. Village Groups and Organisations to be contacted via telephone in order to generate attendance on the day from people within their groups.

Action: Parish Council office to create and distribute posters, provide/upload content on Sutton Noticeboard, Parish Council website, Invoice packs and Pepperpot. S.Partington to prepare letter for sending to land owners and local businesses.

S.Partington and R.Wisdom to contact Village Groups and Organisations. M.Inskip to establish access to guillotine for posters.

- **The Open Day, October 3rd**

Venue/Layout - It was agreed that we will have two rooms, the Hall and the Brunel Room. **Action. R. Hughes to book rooms.**

Format: To discuss with A.Munro. **Action. R.Wisdom to contact A.Munro.**

Refreshments, Hog Roast, Bouncy Castle - Action. R. Hughes to obtain quotes and make appointments and brief suppliers as necessary.

Organisation - Action: R. Hughes stated that she would be carrying out a risk assessment and taking the necessary steps

- **Follow up and way forward** – It was agreed that this would be agreed upon following the Open Forum on October 3rd.

2. Other issues the Working Party should be doing

- It was stated that going forward the parish council office would be handling the production of the Newsletter and providing the content to Pepperpot
- S. Partington agreed to take on the role of providing the monthly blog.
- Annual Meeting of the Electorate. It was suggested that the working party looks at the various methods of increasing attendance at this annual meeting

Next Meeting: Tuesday September 15th, 7.30pm, Brunel Room