

Community Engagement Working Party

Meeting, Brunel Room

Sept 15th 2015

Minutes

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

Apologies received: S. Partington

The meeting had one topic on the agenda – The Neighbourhood Plan

1. Grant Application

R. Hughes confirmed that our initial grant application (to cover the Open Day and report back costs) for around £2,900 has been approved and that the amount will be in the bank account over the next few days.

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

Generating attendance –

Flyers/Posters. R. Hughes confirmed that the flyers have already been distributed via the school. Remaining flyers and posters will now be distributed via the usual venues around the village including the Deli, One Stop, Chemist, Doctor's surgery.

Facebook. Action: M. Wolland agreed to promote the event using Sutton Notices board on Facebook.

Village Groups and Societies. Action: R. Wisdom will continue the task started by Shelagh Partington – telephoning the main contacts of the Village groups and societies in order to promote the event within their memberships.

Web site. Action: R.Hughes/M.Wolland. Action: R. Hughes to contact.

Newspapers/Radio. Action R. Hughes to contact

Logo Competition. It was reported that at the Training session there had been a proposal for a competition to be held at Witchford Village College for students to develop a logo specifically for the Sutton Neighbourhood Plan. While it was agreed that this would be an excellent way to engage students in the Neighbourhood Plan, R. Hughes explained that the parish council does not have the legal power to give away prizes. After discussing various options the following was agreed. **Action: R; Hughes** to contact organisations for the purpose of gaining sponsorship.

3. Format for Open Day

From the training session it emerged that the Groups on the day should be changed to:

Housing and Built Environment – Alex Munro

Biodiversity and Natural Environment – Jon Megginson, Kate Travers

Sport, Recreation and Leisure – Christina Coates and Stan Smith

Traffic and Transport – Mark Inskip

Local Business, Retail and employment – Action: R. Hughes to approach L. Stubbs

Local Services and Amenities- Action: R. Hughes to approach L. Dupre

How the Groups will operate

After some discussion it was agreed that all the Groups would be located in the Hall at the Glebe and that each group would have a notice board on which there would be a visible description of the group's activity together with appropriate photographs and a copy of Sutton Vision. It was confirmed that Group Leaders will all use a questionnaire on the day to complete with attending residents.

Actions:

Group Leaders to prepare the descriptions.

R. Wisdom to ask A. Munro to come up with the activity descriptions for the Local Business, Retail and Employment and Local Services and Amenities Groups and to contact C. Coates about this action for sport.

R. Hughes to source and provide notice boards and copies of Sutton Vision.

Reception

This will be located just inside the main entrance to the Glebe.

Bouncy castle and Hog Roast.

R. Hughes confirmed that these would be outside and that a risk assessment has already been prepared. The bouncy castle, weather permitting, will come together with an appropriate person from the supplier to ensure correct usage.

Refreshments – Action: R. Hughes to confirm supply source.

4. Way forward following October 3rd event

Having received the Draft Vision, Aims and Objectives document from Alex Munro, the Working Party will review this prior to forwarding it on to the full council for agreement on the next steps.

It was agreed that (timing permitting) the Christmas edition of Pepperpot will be the primary method of communicating the initial report back on the October 3rd Open Day. Other methods of communication will include taking up the opportunity of distributing information to the village via the Feast Week distribution in early February. Facebook's Sutton Notices board and the Parish Council web site will also be used on an on-going basis.

Next Meeting: Tuesday October 20th, 7.30pm, Brunel Room