

Chew Valley Neighbourhood Plan Steering Group Meeting at Hinton Blewett Village Hall, Litton Lane, Hinton Blewett, 7.30 pm, Monday 19th May 2014

Agenda

1. To agree wording of flyer for parish drop-in consultation events
2. To receive notification from parishes of dates for drop-in consultation event
3. To ask for volunteers to produce flyer for drop-in event
4. To review 'skills' audit and update appointed volunteers
5. To consider Data Protection restrictions particularly for skill volunteers
6. To obtain photographic evidence for each parish
7. To discuss format for document retention/evidence gathering
8. To agree payments
9. To remind parishes to provide existing parish evidence data
10. To seek ideas to promote drop-in event for consideration at June meeting
11. Any other business
12. Date of next meeting

Agenda - background information

1. To agree wording of flyer for parish drop-in consultation events: A draft flyer will be available for consideration at the meeting.
2. To receive notification from parishes of dates for drop-in consultation event: A request has already been circulated to Parish Clerks to ask their Councils to arrange a date (a weekday evening and am or pm at a weekend) for hosting a drop-in event in their parish between mid-July and end August. Parish event dates are required by next meeting - 16th June.
3. To ask for volunteers to produce flyer for drop-in event: Once the text has been agreed help is needed with designing the flyer and arranging for it to be printed.
4. To review 'skills' audit and update appointed volunteers: a review will be available for the meeting
5. To consider Data Protection restrictions particularly for skill volunteers: paper for consideration at the meeting.
6. To obtain photographic evidence for each parish: To brief Hilary Collins and Jenny Sowden (Ubley parishioners), our 'photographers', on requirements.
7. To discuss format for document retention/evidence gathering: We have a Librarian who will be filing all documents in support of our NP. When providing/gathering any evidence, documents or statements which need to be incorporated into our NP as evidence, please copy docs@cvnp.co.uk (tbc)
8. To agree payments:
£77.68 Liz Brimmell for travel expenses x 2 for attending Exeter NP training
£22.00 Chew Magna Village Hall hire
£54.95 Liz Brimmell for CVNP printer
9. To remind parishes to provide existing parish evidence data: We still need to record existing parish data and date of adoption, such as Conservation Area, Conservation Area Parish Appraisal, Village Plan or Design Statement, Placemaking Plan or other.
10. To seek ideas to promote drop-in event for consideration at June meeting: Suggestions are needed to help stimulate ideas for formulation in to NP policies.
11. Any other business
12. Date of next meeting: Monday 16th June: venue to be confirmed