



Bishop's Itchington Neighbourhood Development Plan

Action Minutes of the NDP Working Group
20 May 2017 at 7.30pm
Bishop's Itchington Community Centre

Final

Present
Adam Dugmore
Alana Dugmore
Sue Wilson
Ian Brooks
Jane Thomas
Norman Thomas

Absent
Rob Parker

Members of the Public
none

Apologies
Alan Heatley
Peter Wilson

Resignations
Richard Shimmin

OUTSTANDING ACTIONS FROM LAST MEETING

Mtg	Subject	Outcomes	Actions	Responsibility	Target Date
20/3/17	Skills Audit	Complete Skills Audit	https://drive.google.com/drive/u/0/folders/0B9BWU-OHVbtKNG9PNG13TFQ2MGc	Rob Parker	by 15/5/17

ACTIONS FROM THIS MEETING

Item	Subject	Outcomes	Actions	Responsibility	Target Date
1	APOLOGIES	Alan Heatley Peter Wilson			
2	MINUTES - 27/2/17	Approved	Make amendments and upload to Google drive	Sue Wilson	DONE
3	PUBLIC PARTICIPATION	None			
4	GROUP ADMIN				
4.1	Declarations of Interest	All completed	None	n/a	n/a
4.2	WALC NDP Course (available to non councillors)	No-one available to attend the course this time			
4.3	Website	Added to Google Folder in PDF and Powerpoint format. https://drive.google.com/drive/u/0/folders/0B-DPZ-Mq-fkVUIIzQjdJUHBDX1U	New layout (3 pages) reviewed, agreement to include an additional page showing the timeline (derived from Minutes) Send information to Alison Biddle to update Parish Council NDP webpages – target date by 13 May 2017 (Open Morning)	Sue Wilson	DONE

Item	Subject	Outcomes	Actions	Responsibility	Target Date
5	PLAN PREPARATION				
5.1	Review status against Project Timeline	Progress against Project Timetable reviewed and concurred as on track https://drive.google.com/drive/u/0/folders/0B9BWU-OHVBTkNG9PNG13TFQ2MGc	As listed below		
5.2	Vision Aims & Objectives	Neil Pearce confirmed on right track with VA&Obs Provide comments to Adam Dugmore	Review Norman's comments and re-circulate to NDP Working Party https://drive.google.com/drive/u/0/folders/0B9BWU-OHVBTkV2YxUTdQQTdeWnM	Adam Dugmore	By 31/3/17
6	PUBLIC ENGAGEMENT				
6.1	Open Morning Preparation	Electronic Storage area	Create new Open Morning Folder in Google Drive	Sue Wilson	DONE
		Raffle	Raffle, to be called at end of Open Morning (1.00pm)	All agreed	n/a
		Two Raffle Prizes	Bottle of Wine Box of Chocolates	Jane Thomas	By 13/5/17
		Maps	Provide marked up maps showing Views	Ian Brooks	DONE
		Photographs of Views	Take high resolution photographs and upload to Views Folder	Alana, Pete, Jane & Norman	By 17/4/17
		Bovis Homes maps of Knightcote Road site	Obtained from Alison Biddle	Sue Wilson	DONE
	Open Morning Feedback	Comment Forms (per topic) Contact Forms Raffle Tickets & Map Stickers	Make available	Sue Wilson	- ditto-
	Open Morning Display Materials	Agreed to provide wording for each topic which includes "top three" comments, data (pie chart or similar) and comments/remarks from Appendix	Create posters on each topic – at least A3 size Upload to Display Materials Folder Vision, Aims & Objectives Results & Questionnaire NDP Poster "Findings"	All as listed below	To Adam Dugmore by 21/4/17
		Standardised Format	To copy & paste each topic into a standard template and print onto A3 or larger	Adam Dugmore Alana Dugmore	By 10/5/17
		Transport		Sue Wilson	By 21/4
		Services		Pete Wilson	-ditto-
		Environment & Community		Ian Brooks	-ditto-
		Housing		Adam Dugmore	-ditto-
		Economy, Jobs & Employment	9a & 9b in the Neighbourhood Plan Survey Results & Appendix https://drive.google.com/drive/u/0/folders/0B9BWU-OHVBTkdTNhUJqdHkweG8	Norman & Jane	-ditto-
		ADDED TOPIC Leisure & Lifestyle	Q.27 – consider green spaces and facilities in green spaces https://drive.google.com/drive/u/0/folders/0B9BWU-OHVBTkdTNhUJqdHkweG8	Alan Heatley	-ditto-

Item	Subject	Outcomes	Actions	Responsibility	Target Date
7	FINANCES				
7.1	Grant Funding		Review with Neil Pearce	Adam Dugmore	By 21/4/17
8	ITEMS FOR PUBLICATION	As listed below			
8.1	Updates for Scene	Drafted copy ready for submission to Stella Angliss	Draft May's Scene	Ian Brooks	by Scene Deadline By 28/4/17
8.2	Updates for Facebook	Agreed that Facebook posts should be synched with Scene distribution	Forward .jpeg or .gif to Sue W. and Jane T. Post Scene entry .jpeg or .gif file to Facebook pages: BINDP BI Community & BI Community Centre FB & website Other FB sites	Ian Brooks Sue Wilson Jane Thomas Adam Dugmore	28/4/17
8.3	Facebook Countdown	Agreed daily "countdown" FB posts & pop-up events	BINDP Share to other village sites	Adam Dugmore Sue Wilson Jane Thomas	8/5 to 13/5
8.4	Posters	Agreement to print and display posters around the village, based on May's Scene entry	Noticeboards: Memorial Hall Community Centre School Newsagents	Peter Wilson Jane Thomas Sue Wilson Ian Brooks Ian Brooks	8/5/17 to 12/5/17
9	UK Government Housing White Paper Consultation	Task picked up at 13 Mar Parish Council Meeting, however, this is for the Council to respond	Review 38 key points on the LAIS1396 Housing White Paper WALC.docx	All	By 31/3/17
		Capture White Paper responses	Provide Google Whiteboard on Google Drive for responses to be captured	Alana Dugmore	DONE
10	DATE, TIME AND LOCATION OF FUTURE MEETINGS				
	Thursday 4 May 2017 7.30pm Community Centre				
	Meetings from Apr onwards (7.30pm in the Community Centre unless otherwise stated)	Future meetings to be confirmed on web and social media	Publish new dates to BINDP Publish new dates to Community Centre Webpage and BIPC webpage	Adam Dugmore Alison Biddle to action on Parish Council website	By 21/4/17 By 13/5/17
	OPEN MORNING	Thurs 4 May SAT 13 MAY	Open Morning Prep 11.00am to 1.00pm Set up from 9.30pm onwards	All All Required	
	NEW MEETING (Booked with Community Centre)	Mon 15 May	Open Morning Mop Up	All	
		Mon 19 June Mon 21 Aug	Carnival Prep	All	
		Mon 18 Sep Mon 16 Oct			
		Mon 20 Nov			
		Mon 18 Dec (Xmas – venue TBC)			