



# Bishop's Itchington Neighbourhood Development Plan

Final

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

**Present**  
Adam Dugmore  
Alana Dugmore  
Sue Wilson  
Peter Wilson  
Ian Brooks  
Alan Heatley  
Jane Thomas  
Norman Thomas

**Absent**  
Richard Shimmin  
Rob Parker

**Members of the Public**  
none

## OUTSTANDING ACTIONS FROM LAST MEETING

Mtg	Subject	Outcomes	Actions	Responsibility	Target Date
23/1/17	Declaration of Interest Forms <i>N/A for Councillors</i>	Complete DoI by next meeting	1. Read Notes for Guidance <a href="https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkNG9PNG13TFQ2MGc">https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkNG9PNG13TFQ2MGc</a> 2. Complete DoI, sign/date, scan and upload to the Google Folder <a href="https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkdjJ4cl9OOWZLSHM">https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkdjJ4cl9OOWZLSHM</a>	<b>Peter Wilson</b> <b>Ian Brooks</b> <b>Jane Thomas</b> <b>Norman Thomas</b>	by 27/1/17

## ACTIONS FROM THIS MEETING

Item	Subject	Outcomes	Actions	Responsibility	Target Date
1	<b>Apologies</b>	None received			
2	<b>Minutes 23/1/17</b>	Approved			
3	<b>Public Participation and new members of the group</b>	None			
4	<b>Group Admin</b>	As listed 4.1 to 4.4			
4.1	<b>BINDP Terms of Reference were adopted at 13 Feb 2017 BIPC Meeting</b>	None			
4.2	<b>Declaration of Interest Forms N/A for Councillors, whose DoI is already lodged with BIPC Clerk</b>	Complete Declaration by next meeting	1. Read Notes for Guidance <a href="https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkNG9PNG13TFQ2MGc">https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkNG9PNG13TFQ2MGc</a> 2. Complete DoI, sign/date, scan and upload to the Google Folder <a href="https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkdjJ4cl9OOWZLSHM">https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkdjJ4cl9OOWZLSHM</a>	<b>Peter Wilson</b> <b>Ian Brooks</b> <b>Jane Thomas</b> <b>Norman Thomas</b>	by 20/3/17
4.3	<b>Skills Audit</b>	Complete skills audit	<a href="https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkNG9PNG13TFQ2MGc">https://drive.google.com/drive/u/0/folders/0B9BWU-0HVBtkNG9PNG13TFQ2MGc</a>	<b>Those not yet done so</b>	by 20/3/17

Item	Subject	Outcomes	Actions	Responsibility	Target Date
4.4	<b>WALC NDP Planning Workshop</b> (for councillors) 10.00am – 1.00pm 20 May 2017Lapworth Village Hall Led by Neil Pearce	1. Parish Councillors unable to attend due to holiday date clashes. 2. Deemed value to the group, therefore request if anyone can attend the course on behalf of a Councillor	Reserve two places with Alison Biddle, Clerk BIPC and determine Point 2.	<b>Sue Wilson to report back to group by email and confirm at next meeting</b>	<b>by 8/3/17</b>
4.5	<b>Website</b>	Added to Google Folder in PDF and Powerpoint format. <a href="https://drive.google.com/drive/u/0/folders/0B-DPZ-Mq-fkVUIIzQjdJUHBDX1U">https://drive.google.com/drive/u/0/folders/0B-DPZ-Mq-fkVUIIzQjdJUHBDX1U</a>	review and feedback on layout and content	<b>All</b>	<b>by email before 13/3/17</b>
5	<b>Plan Preparation</b>	Progress against Project Timetable reviewed and concurred as on track <a href="https://drive.google.com/drive/u/0/folders/0B9BWU-OHVbtKNG9PNG13TFQ2MGc">https://drive.google.com/drive/u/0/folders/0B9BWU-OHVbtKNG9PNG13TFQ2MGc</a>	As listed below		
5.1	<b>Vision Aims &amp; Objectives</b>	Determine we are on the right lines with our VA&Obs  Provide comments to Adam Dugmore	send completed VA&Obs to Neil Pearce, Avon Planning for his comment  Review "Facilities" narrative added to Vision, Aims & Objectives and feedback to Adam Dugmore <a href="https://drive.google.com/drive/u/0/folders/0B9BWU-OHVbtKv2YxUTdQQTdEWnM">https://drive.google.com/drive/u/0/folders/0B9BWU-OHVbtKv2YxUTdQQTdEWnM</a>	<b>Adam Dugmore</b>  <b>All</b>	<b>by 6/3/17</b>  <b>by 13/3/17</b>
6	<b>Public Engagement</b>	Saturday 13 May agreed as most viable date for Open Morning, event time 11.00am to 1.00pm	Establish if 13 May is available 11.00am to 2.00pm (after Men's Breakfast)  Feedback date to Ian Brooks for April's Scene entry	<b>Peter Wilson</b>  <b>Peter Wilson</b>	<b>by 3/3/17</b>  <b>by 3/3/17</b>
6.1	<b>Open Morning Preparation</b>	Ensure all materials ready for Open Morning  Ensure Prizes available Homemade Cake Wine & Chocolate	Take photographs of views Add comments to maps Provide dots (green/red) Provide post it notes, maps and raffle tickets, prizes	<b>Peter W</b> <b>Alana D</b> <b>Ian B</b> <b>Norman T</b>	<b>by 4/5/17</b>
6.2	<b>Open Morning Feedback</b>	Determine how feedback will be gathered	Ideas for how to gather feedback on the day	<b>All</b>	<b>by 4/5/17</b>
7	<b>Finances</b>	As listed 7.1			
7.1	<b>Review quotation for scanning of questionnaire scripts</b>	Quote considered too high	Establish if: (a) Scripts need to be retained (b) If so, for how long and under what conditions	<b>Adam Dugmore</b>	<b>by 20/3/17</b>

Item	Subject	Outcomes	Actions	Responsibility	Target Date
8	Items for publication	As listed 8.1 to 8.4			
8.1	Updates for Scene	Drafted copy ready for submission to Stella Angliss	Draft April's Scene entry to include Open Morning information and prize draw	Ian Brooks	by Scene Deadline
			Forward .jpeg or .gif to Sue W. and Jane T.	Ian Brooks	by 31/3/17
8.2	Updates for Facebook	Agreed that Facebook posts should be synched with Scene distribution	Post Scene entry .jpeg or .gif file to Facebook pages: BINDP BI Community & BI Community Centre FB & website Other FB sites	Sue Wilson Jane Thomas Adam Dugmore	31/3/17
8.3	Facebook Countdown	Agreed daily "countdown" FB posts & pop-up events	BINDP linked to BI Community Site	Adam Dugmore	8/5 to 13/5
8.4	Posters	Agreement to print and display posters around the village	Noticeboards: Memorial Hall Community Centre School Newsagents	Peter Wilson Jane Thomas Sue Wilson Alana Dugmore Ian Brooks	8/5/17 to 12/5/17
9	Date, time and location of future meetings Mon 20 March 2017 7.30pm Community Centre		Apologies received in advance from Alan Heatley		
9.1	Meetings from Apr onwards (7.30pm in the Community Centre unless otherwise stated)	Future meetings confirmed on web and social media	Publish new dates to BINDP	Adam Dugmore	Asap
			Publish new dates to Community Centre Webpage and BIPC webpage – when format agreed	Sue Wilson	Asap
		Thurs 4 May	Open Morning Prep	All	For 13/5/17
		Mon 15 May	Open Morning Mop Up	All	
		Mon 19 June	Carnival Prep	All	For 1/6/17
		Mon 21 Aug			
		Mon 18 Sep Mon 16 Oct			
		Mon 20 Nov			
		Mon 18 Dec (Xmas – venue TBC)			