

MINUTES AND ACTION	SPOFFORTH-WITH-STOCKELD NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MEETING 6 – 14.03.18		
1 - Attendees Apologies	Phil South, Nigel Moore, June Geddes, Chris Heslop, Terry Kavanagh, Graham Hopps, Steuart Killin, David Gluck Carl Marston, George Grant		
2 - The 7 April event	<p>Overview - David Gluck</p> <p>Purpose - update, Making people aware of event</p> <p>Flyer preparation</p> <p>Mailing list - distribution of the flyer</p> <p>Targeting stakeholder groups</p>	<p>Flyer - agreed the copy sent by GG and final proof. SK will take to Enid Taylor and will get proof approved by PS and JG. Print to be completed by Monday 19 March. 1,000 copies. They will need folding for easy distribution. Distribution list to be completed and circulated Ask Barry Nickels to do Grange Avenue, Mill Lane All leaflets must be distributed by Monday 26th March. Leaflets in A4 holders for shops, pubs, church, hairdressers. JG to get holders. JG to get approval from BN for Church.</p> <p>Targeting stakeholders – Village Society (SK), WI (PS), Church (JG), School (CH) Youth Club (CH) Cricket Club (TK)</p> <p>Need to print easy flyer for School satchels (100) – CH will approach Julia in school for agreement first.</p>	<p>SK/PS/JG</p> <p>JG JG JG</p> <p>SK/PS/JG/CH/TK</p>

	<p>The hall - banners, display material, boxes for returned flyers etc</p> <p>Format for the day</p> <p>How do we capture opinions and interest - date for returned flyers?</p> <p>How do we capture Volunteers - by what date?</p> <p>What follows the event - extracting the information, saving</p>	<p>Two banners - One outside the hall, one on village entrance. SK to get proof and prices.</p> <p>LARGE LOGO OPEN DAY - SATURDAY 7TH APRIL VILLAGE HALL. 10.00 – 3.00 REFRESHMENTS. www.spofforthvillage.org.uk</p> <p>Pop-up banner. LOGO Suggestion Spofforth Castle photo <i>Our Community– Our Plan – Our Future!</i> Four photos underneath – Stockeld – Church – Cricket – High Street www.spofforthvillage.org.uk</p> <p>Seven tables – six topic groups plus one for Neighbourhood Plan. DG will provide cards, sticky notes and pens and will bring examples of NPlans, questionnaires etc.</p> <p>Coffee station and refreshments from kitchen. Help needed. Coffee, tea, soft drinks, gin for helpers. Cakes and biscuits</p> <p>Creche area to left of entrance – check with Helen Marston if we can borrow Monday Monkeys tables and chairs</p> <p>Print 20 A4 photographs of the village including Stockeld. Check the display boards – are they at Church? Also need A4 photos of the LOGO on each board – so 10 of those.</p> <p>Hopefully volunteers captured from questionnaire – volunteers can fill in questionnaire on the day and be suggested/directed for topic groups. Steering Group to be in attendance on day – maybe with name badges???</p>	<p>SK</p> <p>SK</p> <p>JG + helpers</p> <p>CM</p> <p>NM</p> <p>ALL</p>
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	<p>it in an appropriate manner and using it.</p> <p>Update extract from Project Plan</p> <p>Dates for next SG meetings - To fit with timed Project Plan 'crunch' events - blue boxes</p>	<p>A preparation evening in the Reading Room for the boards, which can then be stored on the stage although the hall is being decorated we can cover them. Friday 6th April.</p> <p>Wednesday 4th April – first look at responses to the questionnaires?</p> <p>Steering Group meeting Wednesday 11 April to analyse the event and final questionnaire response.</p> <p>Need to have Volunteer Evening in the Hall w.c. 16th April – maybe with wine and cheese?</p> <p>Allocate to groups. Set them off – give them guidelines – policies/pressures. Simple accessible information. Justifying issues. Ten things that you want to ask the question about</p> <p>PS will send DG his views of the groups DG to update and respond</p> <p>Wednesday 4th, Wednesday 11th April? Volunteer Evening w.c. 16.04.</p>	<p>Friday 6th April – all</p> <p>All – 7.30</p> <p>DG</p> <p>PS/DG</p>
Update on web page	www.spofforthvillage.org.uk	<p>Website going well and progress being made on events, diaries, businesses, parish council etc. Much still to be done. Hopefully we will have laptops with some ideas of the site on 07.04.</p> <p>DG will send information on NDP direct.</p> <p>Anji - amorrish@visionict.com</p>	GH/JG DG
4 – The Consultation Statement		Presented by Phil for discussion – an important document which must be updated with information.	PS
AOB		None	