

Staverton Neighbourhood Development Plan Working Group Meeting

held on 2nd Mar 2016 at 6:30pm at Home Close

Present

Karen Edwards (**KE**) Tony Glover (**TG**) Jay Holliday (**JH**) Deb Scott (**DS**)

Apologies:

Anna Manning (**AM**)

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Communication Event 5th March 2016:-

DS will purchase refreshments e.g. Tea, coffee, juice, and biscuits.

JH has made 96 tray bakes for the event.

Geoff Edwards has volunteered to take photos at the event.

KE will purchase or prepare simple name badges.

It was agreed that the group will meet at 10am to set up the village hall for the event **All**.

TG suggested that a table is set up at the entrance to ensure all attendees sign the attendance log. **JH** and **DS** will manage the sign in process.

TG undertook a dry run of the proposed presentation. **TG** will incorporate the group's feedback into the final draft.

Questionnaire

The return envelopes need to have a 'return by date' on them. **TG** will ask the printers to include this when they are printed.

TG to check with **AM** if she is still able to produce the questionnaire delivery lists for each member of the group. This is required for Saturday 5th March, so that deliveries can commence on the 6th March. If **AM** can not produce these, **TG** will pass the master list to **KE** who will take this task on.

TG to check with Anna if amendments discussed at the last meeting, have been made to the Questionnaire.

TG to arrange for final draft of questionnaire to be printed, ready for delivery commencing on the 6th March.

LOGO

AM will produce a logo for consideration. It was agreed to also ask other villagers who have artistic abilities, if they would also like to put forward ideas. **KE** to email those identified.

Date of Next Meeting

Date: Tues 8th March

Time: 7pm

[Venue: Village Hall](#)