

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting 31 May 2018 Schorne Room at 8pm

Present:

Mike Lane (Chair), (ML)

Dave Rayner , (DR)

Averil Wilkinson MBE (AW)

Ian Wilkinson (IW)

Katherine du Plessis (KduP)

Bev Davis (BD)

Trevor Jenkins (TJ)

1. Apologies for absence were received from:

Sally Chapman

The GDPR Statement was signed during the meeting by all members present.

Action: distribute PDF to Group (TJ)

2. Minutes of Meeting on 14th May:

Approved as an accurate reflection of the meeting

3. Statements of Interest: None

4. Appointment of Group Secretary

ML proposed that a Secretary to the Group was essential to continuity and accurate record-keeping and that he had discussed this with TJ who was willing to take on that role following last meeting's outputs. No other proposals were suggested by members. ML proposed TJ as Group Secretary; seconded by KduP; accepted by TJ.

5. Church Fete on 9th June 2018:

Discussions were to agree display, approach, logistics, etc.:

ML tabled documents produced for display on the storyboards, which were discussed in detail and amendments agreed.

It was agreed to keep tone "*light and straightforward*" at this first event.

Action: ML to distribute amended version

Action: All to send a portrait photo for use in displays

Action: to develop logo for NMNP work

Other discussion points:

School pupils could be asked to participate in a competition for artwork to be used for Group work

Members were requested to distribute phone numbers for ease of contact.

Discussions about Facebook and other Social Media and their relative values.

To devise a method to construct a mailing list for communication with interested residents who request e-mail updates.

6. Date of first Open Village Event: Saturday 7th July 2018 10am – 12noon.

Discussions were that this event should be before 24th July (end of school term) to maximise opportunities.

Format would be "*drop-in and see us*" and "*come and tell us . . .*"

7. Date of next meeting: 25th June 2018 at 8pm in Schorne Room of Village Hall.

8. Other Business:

- Designation area of the Parish for Neighbourhood Plan purposes has been received from AVDC
- A letter from a developer has been received with the notice regarding Designation. This is nothing more than a standard procedure followed by the developer concerned for all AVDC designations, and no formal response is required.
- ML and TJ have places on the University of Reading Hive event about Neighbourhood Planning on Wednesday 6th June 2018
- ML tabled the Parish Council Official Form for expenses claims. Members submitting claims should also send copy to DR to ensure he can keep group expenditure records up to date.
- TJ suggested that Facebook options are explored and agreed to take this forward
- TJ stated that he will, as Secretary, produce a rolling actions list for meetings. Actions completed would form a separate section for records of evidence of achievements.

Actions Log

Action	Whom	Status	Notes
Distribute GDPR Statement document to Group members	TJ		
To distribute amended version of display board documents	ML		
Send a portrait photo for use in displays	All		
Develop logo for NMNP work	All		
Date of first Open Village Event: Saturday 7th July 2018 10am – 12noon.	All		

Trevor Jenkins
 North Marston Neighbourhood Plan Steering Group Secretary & Vice-Chair
 June 2018