

First Minutes of the Communications group

Thursday 21st April, 10am, Gospel Hall Close, Wickham Market

Present: Lizzie Ritchie (Chairman), Ray Lewis, Tony Franklin, George Hering

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1) Apologies and opening comments

All members of the communication group were present. Lizzie advised however that because of work commitments she would only be available at the start of the meeting so it was decided that George would act as chairman.

An introduction address took place by George who outlined the communication requirement for the following 6 months from today's date 21st April through the first Open Meeting to the second open meeting on 4th September 2016 and to the end of the consultation period in mid-October 2016.

The first Open Meeting would be held on the 15 May 2016 in the Village Hall from 10.30am to 4.30pm. There would be working stations and displays from each of the main NP working groups plus a stand display from the Parish. In the morning period there would be the opportunity for the public to offer their thoughts and ideas to the NP. Suggestion boxes would be placed around the room and post it note boards available for comments. At 2pm there will be an address by Chairman Dick Jenkinson summing up the Parish Survey followed at 2.30pm by an introduction to the NP. For the final hour 3pm – 4pm there would be further opportunity for questions, comments and ideas plus refreshments. The day will be informal and offer the chance for everyone to take part.

Following on from the first open meeting there will be a period of 10 weeks for consultation around the many community groups in the village and surrounding areas. This comprises of residents and people that work in the village and people that use the village on a regular basis. It is important that all age groups are consulted in particular the hard to reach elderly and youth of the village.

Following the period of consultation information will be gathered and analysed for a period of 4 weeks. The key points will then be brought together with options for the community to consider at the next Open meeting on the 04 September 2016. Following this meeting a further period of 2 weeks will be given for final comments from the community.

1) Publicity

Flyers and Posters

It was agreed that we needed to have a flyer delivered to all households and a poster for lamp posts in key areas in the community. A supply of Flyers should also be available in the Coop and in the Library plus Chip shop notice board, Parish Council notice board etc. Tony suggested that QR code be incorporated into all publicity.

George to draft copy for Lizzie, Ray and Tony to add comment.

Communication WG First Meeting

Website and Facebook

Home page of website to show bold invitation message. Facebook to be updated with same detail.

Ray / Tony to update website and Facebook Lizzie to create graphic.

Parish Magazine

Check availability for publicity prior to 15th May Open Day.

Ray to investigate

WM Partnership email list

Send information to Jacquie Errington for distribution to 200+ WM subscribers. Ask her to include the NP website address.

George to ask Jacquie and provide content

Database capture

Create a database feed for sign up for more information. Possibly use Mail Chimp?

Ray and Tony to investigate

Information Leaflet

It was agreed that this will be our main information leaflet and will contain:

- What is a Neighbourhood Plan?
- Why is everyone important to its success
- Have your say
- The Process to a Neighbourhood plan (Road Map)
- Images of our assets
- Working Group Questions
- Working Group Objectives
- Questions and tear off comment cards for suggestion boxes
- Large Map of village and Parish showing:
 - Sports fields, bowling greens, tennis courts, Skate Park / basketball areas, 3 play areas.
 - Car Parks, The Square, Roads, footpaths
 - Allotments, Cemetery, Special Landscape Areas
 - Conservation area
 - Areas of commerce and industry
 - Village Hall, Doctors Surgery, Resource Centre, Library, Lehmann House, School
- Dates and approx timescales for first phase.
- Places and dates for suggestion box locations.

George to draft text and work with Lizzie on map detail

Deadline for comment and/or contribution by the working groups - 04 May.

Artwork for the Information leaflet needs to be completed by Friday 06 May. Print day 10 May 2016

Printed info leaflets will be available on the open day for distribution to visitors.

Info Leaflet Distribution

Distribution to all households 20 May 2016.

Ray to organise with Jo

Communication WG First Meeting

Table top display stands

Ray will look into the loan of display stands from the archive centre. We have new stand details which have been budgeted for they are £75 each.

These need to be ordered ASAP

Ray will follow up

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Display Boards

Each Working group has the option for 3 printed display boards to go onto their display stand. Sizes of the boards are 40cms x 60cms portrait. These information boards have been budgeted for.

Supplier www.print2media.com

Ray and Tony to action, Lizzie to do artworks

Lanyard Name Badges

A box of 10 name badges are available from Staples at a cost of £26.47. Lizzie will need to prepare artwork for the different names.

Ray to give names to Lizzie

Velcro Tape

Hooked Velcro tape will need to be purchased for back of boards.

Ray to arrange purchase

Suggestion boxes

It was agreed we should have suggestion boxes for those people you wanted to give their thoughts and ideas anonymously. It was mentioned that Jo Jones has access to suggestion boxes more may need to be made purchased.

A list of locations for suggestion boxes could be given on the reverse of the information leaflet, some permanent others taken to specific areas or used by community groups at meetings. Might just be plastic storage boxes decorated on outside with hole cut in top.

Ray / Tony to organise numbers and locations

Suggestion box locations

Permission might be sought to place a suggestion boxes and info leaflets in the following locations:

- Inspirations shop
- The Library
- The school (for children's ideas and drawings)
- Markets
- Post Office
- Doctors Surgery
- Tea Pot Café
- Café 46
- Mobile locations on specific days
- At community group meetings in support of presentations
- To meet kids on and off the school buses?
- Youth Club

Communication WG First Meeting

Market Days

It was suggested that the NP committee took a small stand at the markets during the first 10 week consultation period. The stand would have leaflets, forms and suggestion boxes.

Ray to speak with Dick and then Margaret Reeve for availability.

Second open day publicity 04 September 2016

Create flyer to invite the community to come and view the key points taken from the 10 week consultation period which will be presented together with ideas and options for inclusion in the NP. Following this meeting a further period of 2 weeks will be given for final comments and ideas from the community. This open day and 2 week period following (could a permanent exhibition item in resource centre foyer) will be the last chance for comments before we present the draft neighbourhood plan to the community sometime in 2017.

Open Day Display Boards

New display boards will be required to outline key points and content for the NP.

Date for next meeting

TBA. (Suggest Monday 09 May at 4pm)

There being no further business the meeting closed at 12.30pm