



Stevington Neighbourhood Working Party (SNWP)

Minutes of meeting held 14th April 2015

Present: Graham Read (GR); Andrew Lockwood (AL); Mary Morris (MM); Pat Olney (PO); Heather Eadie (HE); Linda Penney (LP).

Apologies: Roz Buchanan (RB); Sue Thornton (ST)

1. RB had sought clarification on whether the SNWP needed to hold open meetings. As a sub-group of the Parish Council, all matters are signed off by the Parish Council and in the public domain.

Action GR: raise at Parish Council meeting on 15th April and ask for vote on need for SNWP meetings to be open.

2. RB is following up grant application for next stage of Neighbourhood Plan. Currently overspent but new grant will absorb this.

3. GR and LP are attending the CPRE meeting in Redbourn School on Wednesday, 22nd April.

4. **Action GR:** to amend Terms of Reference for SNWP to include new volunteers and take to Parish Council meeting on 15th April.

5. **Action PO:** put Jack (Oakley road survey volunteer) in touch with Keith Lee.

6. Launch advertising

- The Launch draft advertising posters will be amended to reinforce the importance of the community being fully engaged in development of the plan. A2 posters will be displayed on the Cross, Parish noticeboard, Social Centre, West End, Community Shop and the noticeboard at the end of Windmill Lane.
- A4 posters will be displayed in other local venues.
- A5 flyers will be delivered to every house in Stevington Parish. Deliveries:
 - MM:** Silver Street
 - LP:** Court Lane & West End, Tithe Farm and farm cottages
 - HE:** Park Road, Farley Way, Burridge's Close and Foxbrook
 - AL:** Church Road

Action AL: amend and organise printing of 9 x A2 posters and 300 A5 flyers
organise arrows to direct people to different Launch venues

Action all: deliver leaflets as allocated.

7. Launch Boards

- Thanks to ST for all her work on the 'welcome' boards. Some minor changes agreed. All display boards were discussed and agreed. A final display board will invite further comments which can be posted in a box in the Community Shop.
Action GR: to check with Sarah Bush that Community Shop happy to accommodate this.
- RB has confirmed there are no copyright issues with the materials being displayed.
- Three plans will be displayed, each one adjacent to relevant text.