

LITTLE BIRCH and ACONBURY

NEIGHBOURHOOD PLAN – STEERING GROUP

Notes

for

Meeting on 16th August 2016 at 7pm

Present: John Jones, (Chairman), Margaret Scrivens, Mike Leigh, Andrew Maden, Alison Clarke, Chris Atkinson, Dave Palfreman, Robin Derham, Ben Roberts, Kate Dillon (came at 7.10), Dr David Nicholson, Sophie Glover (Clerk).

Meeting started at 7.00pm

[illegible]

	<p>ML asked about laying out the final questionnaire, Dr N agreed to make the changes discussed, and then he'd hand it back to the steering group for them to finalise it. He hoped that we would be able to get it out in September as we had originally discussed.</p> <p>Layout – Dr N had used Orphans Press for this in the past. Also Print Plus. Also, ABC. Think of giving them a short brief, taking the cues from the design of the heading with colours etc. Mike proposed enhancing the questionnaire, seconded AM, 8 in favour.</p>	
3	<p>Arrange how to deliver questionnaire, allocating people to areas</p> <p>Chair suggested putting together a sub committee to put the questionnaire together. AC said the steering group was this committee. ML knew a designer to approach to lay out the final version. CA asked why go to a designer, adjust the front cover, seconded BR: 9 agreed one against.</p> <p>Chair asked for volunteers to deliver the questionnaire.</p> <p>ML to take the final versions to 3 printers to get quotes for 300 copies. 100g paper. One copy of draft lay out should be bought to next meeting.</p>	<p>Clerk to send logos to Dr N</p> <p>Mike L</p>
4	<p>Date and time of next meeting</p> <p>6th September when we have a proof from the printer – Just to ok it. (Clerk sends apologies)</p> <p>Tuesday 20th 7pm This will be to arrange who's doing what and to stuff envelopes.</p>	<p>Tell Sue (she will open up). Clerk to bring electoral role</p>

Meeting closed at 8.55pm

Next Meetings:

Tuesday 6th September: This is a proof reading meeting, and the suggestion was that ideally only those who were at this meeting on the 16th August should attend as they had had input into the final draft that Dr N had put together.

Tuesday 20th September: This would be a session for physically compiling the questionnaire and stuffing/addressing envelopes, any one is warmly invited to attend, as more hands will certainly make this a faster task! Coffee and refreshments will be on offer and we will try and split the deliveries between those of you who are happy to volunteer to be questionnaire 'postmen/women'.