

# Kings Caple Neighbourhood Development Plan Steering Group

## Notes of Meeting 17<sup>th</sup> September 2013

### Summary of Discussion Points

- 1) Terms of Reference distributed- comments to MH asap. ACTION:All
- 2) Grant application and confirmation distributed.
- 3) Copy of "Code of Conduct" to be distributed. ACTION:MH
- 4) "Plan for Real" demo. Good overview of how we might use this technique on our open day. All agreed the need for dry runs prior to 5<sup>th</sup> Oct. Material and additional maps to be collect by MH on Tue 24<sup>th</sup> from EL @ Plough Lane. ACTION:MH /EL
- 5) Maps supplied by EL to be mounted on polystyrene backing to accept flags. ACTION:CBJ
- 6) EL to send PDF of all flag options to MH for distribution. ACTION:EL
- 7) EL to send PDF of maps (if available) to CBJ. ACTION EL
- 8) Second flyer required by 19<sup>th</sup> Sept. ACTION: CBJ/MH
- 9) Old School hall booked for 5<sup>th</sup> Oct meeting – plus Tea & Coffee
- 10) Old School hall needs to be booked for Sept 24 & Oct 1 ACTION:WH.
- 11) Funding. Grant approved. Awaiting actions to transfer cash to PC account. ACTION:MH/LPJ

Topic	Activity	Action	Due	Completed
Community Engagement	<ol style="list-style-type: none"> <li>1) 2<sup>nd</sup> Flyer required by 19th</li> <li>2) Print &amp; distribute</li> <li>3) 3<sup>rd</sup> Flyer required</li> <li>4) Old School book 24/9 &amp; 1/10</li> <li>5) Tea &amp; Coffee for 5<sup>th</sup> Oct</li> <li>6) School activity sessions?</li> </ol>	CBJ MH/All All WH WH SH/AH	19/09 22/09 End Sept ASAP 05/10 On going	
Residents Questionnaire	<ol style="list-style-type: none"> <li>1) Initial draft</li> </ol>	DW + WG	Oct mtg	
Grant Application	<ol style="list-style-type: none"> <li>1) Approved £2630 T's &amp; C's need accepting</li> </ol>	MH/LPJ	10/08	12/09
Web Site	<ol style="list-style-type: none"> <li>1) In-Design web offer accepted pending funding availability.</li> <li>2) Take local photos for website usage.</li> </ol>	MH RG	ASAP	
Suggested Working Groups and Leaders	<ol style="list-style-type: none"> <li>3) Natural Environment - JK</li> <li>4) Built Environment Heritage – AB</li> <li>5) Sustainable Development – MH/All</li> <li>6) Community Engagement /communications.</li> <li>7) Local businesses/tourism</li> <li>8) Primary School strategy</li> <li>9) Questionnaire</li> <li>10) Website</li> </ol>	JK AB  MH  WH  AE SH/AH DW MH	Updates next meeting.	
Consultant engagement	Not yet			
Community Engagement Event Day	<ol style="list-style-type: none"> <li>1) Old School hall booked</li> <li>2) Refreshments – NDP to pay</li> <li>3) Plan for Real format</li> </ol>	WH WH	Updates next meeting	

Key: MH=Mike Harris ,SH=Sheila Hook, AH =Adrian Harvey, CBJ Charles Brandram Jones, WH=Wendy Harris  
RG=Richard Gregory, TG= Tricia Gregory, JK = Jake Keogh, AB = Andrew Beckett, AE = Andrew Eames,  
DW= David William, RK = Rene Keogh, LPJ = Liz Parry Jones, JBJ = Julie Brandram Jones, WG= Working Group