

# Gerrards Cross Neighbourhood Plan

## Steering Group Minutes Wednesday 12<sup>th</sup> July 2017

	<b>ACTIONS</b>
<p><b>Present:</b> Norman, Diane, Peter , Jane, Hellen, Brian, Heather, Alistair, Julia, Tim, Daniel, Dan, Liz, Becky</p>	
<p><b>Apologies:</b> Rebecca, Nicholas, Karen, Sue, Kirsty, William, Sarah, Mhairi, Mary.</p>	
<p><b>Minutes and Matters Arising:</b> Heather asked the meeting if a neighbour who lived just outside the South Bucks boundary would be able to join the group. This was agreed. Norman took photographs of the group to accompany the article that would appear in The Voice. Minutes were approved, proposed by Peter, seconded by Hellen.</p>	
<p><b>Website, Email, Social Media:</b> Norman introduced Dan Turner from Nexus in Station Road who has kindly agreed to help us with a website. He could create it and then it could be built and updated using WordPress which he would show other members of the group how to use. A website needs to look up to date and change frequently. There could be a twitter and facebook feed showing and these could be set up to update automatically. Tweets could be agreed in advance and set up using Hootsuite. The website would be hosted through WP Engines which backs up twice a day and is low cost.</p>	
<p><b>Website:</b> To get started Dan needed initial content from us. He recommended 99Designs for a logo, whereby 30 or 40 designers may offer designs in timeframe of about 2 weeks. The cost of £150 was agreed by the group. Dan will email the link to Hellen and Diane. <b>Action: Dan</b></p> <p>A sub-group comprising Julia, Heather and Hellen was set up with 3 tasks:</p> <ul style="list-style-type: none"> <li>• to create some initial ideas for design and straplines and engage with this process. They will let Norman know the date when they plan to meet to do this.</li> <li>• To decide on the key info and picture for the website front page. It should be clean and simple with documents accessible at the back.</li> <li>• To set up facebook for the group</li> </ul> <p style="text-align: center;"><b>Action: Julia, Heather, Hellen</b></p> <p>Liz suggested calling it something other than ‘Neighbourhood Plan’ which sounds boring and the group agreed it should be something that encouraged participation. Everyone is asked to think about a name and email suggestions about this or the website in general to Hellen; ideas included ‘Make a Plan, Make a Difference’ and ‘Your Town, Your Plan’. <b>Action: Everyone</b></p> <p>Tim offered to use his contacts at Chiltern Railways to see if we could get it on the scrolling banner underneath the train information. <b>Action:Tim</b></p>	<p>Dan</p> <p>Julia, Heather, Hellen</p> <p>Everyone</p> <p>Tim</p>

<p><b>Email:</b> Dan owns the domain name '@gerrardscross.co.uk' and offered this to us for the period of the NP preparation. We just need to decide what goes in front of the @.</p>	
<p><b>Vision and Objectives:</b> Liz had returned our document with comments and put them together into a clean document. You need to have Word to be able to see the annotations. The group needs to go through these and email any comments to Daniel <b>by 19<sup>th</sup> July</b>. His email is <b>johardaniel@gmail.com</b>. Daniel will collate the comments so they can be discussed in a logical way and accepted or rejected quickly at the next meeting. Diane to send them to Becky so she can prepare for meeting.</p> <p style="text-align: center;"><b>Action: Everyone, Daniel, Diane</b></p>	<p>Everyone Daniel Diane</p>
<p><b>Communications:</b> Discussion about this was put back to the next meeting. Volunteers will be requested to do publicity as there will need to be a huge advertising campaign for our event.</p>	
<p><b>Community Engagement Event:</b></p> <p>The document agreed at the next meeting will be our first draft Vision and Objectives to take to the community. We should not do too much with it now as it will change after the community engagement. We will take this document as the basis of our community event saying we think these are the main issues, what are your views? The event should be visual and interactive. The survey can be both paper and online (survey monkey- ask for postcode). This will all make more sense when we see examples.</p> <p>The plan is:</p> <ol style="list-style-type: none"> <li>1. Agree document quickly at next meeting</li> <li>2. Prepare survey and flyers</li> <li>3. Hold event</li> </ol> <p>Becky will send us a sample survey and flyer. Diane will circulate. We need to get the survey message to every household in GX. <b>Action: Becky, Diane</b></p> <p>Stakeholder groups should be sent personal invitations. Norman will find contact details for all the stakeholder groups listed. We should use any contacts we have eg Dan (Nexus) offered to message all traders with an introduction before a visit from us. Liz mentioned we could do a separate business questionnaire if desired.</p> <p style="text-align: center;"><b>Action: Norman</b></p> <p>The date of the event was set as <b>Saturday 11<sup>th</sup> November</b>, all day. Venues were discussed. It was felt that the Community Centre was out of the way and perhaps the Guide Hall would be better. Heather offered to find out about booking. It was noted that the entrance to Tesco was a good place to be with lots of footfall. Norman could find out what dates might be available.</p> <p style="text-align: center;"><b>Action: Heather, Norman</b></p>	<p>All</p> <p>Becky, Diane</p> <p>Norman</p> <p>Heather Norman</p>
<p><b>Next Actions:</b></p> <ul style="list-style-type: none"> <li>• Send comments to Daniel by 19<sup>th</sup> July (All)</li> <li>• Finalise document to take to event (All)</li> </ul>	

- Decide on logo/website look (All)
- Obtain Stakeholder list contacts (Norman)
- Ask about Tesco (Norman)
- Set milestones for future meetings (All)
- Circulate sample survey and leaflet (Diane)

**AOB:**

Meeting dates: The doodle poll resulted in the meetings for the rest of the year being set for these dates, all 7pm in the Memorial Centre:

Tuesday 22<sup>nd</sup> August

Thursday 21<sup>st</sup> September

Wednesday 25<sup>th</sup> October

Wednesday 22<sup>nd</sup> November

Thanks to Dan Turner for attending and for the generous help offered.

Meeting ended 8.45pm