

3. Engagement Strategy and Communications Plan is still work in progress. **CN working with Lemon Gazelle to finalise draft to bring to next meeting.**

4. **Training Session Review**

The group discussed the training and workshop session held on 22nd November 2017. The presentation had given a good overview of the process with some useful ways to look at future issues. However, Lemon Gazelle's session attracted quite a few people who had not yet attended either a working group or the steering group. This enabled more people to be engaged with the process but it also slowed down the proceedings quite significantly as they asked quite basic questions. Partly due to this, the time left for workshop discussion of the questions to go into the next consultation was reduced to 20 minutes. As a consequence there was little time to identify how the work was to be taken forward beyond the survey which was agreed to start after the end of the Joint Strategic Plan consultation on January 10th. No list of attendees was kept, only the list of people invited – a learning point for the future. There was no opportunity to feed back on the night and so **CN was asked to convey the steering group's feedback to Lemon Gazelle.** In order to ensure that working group members did not feel unclear about their future involvement, it was agreed that when the next steering group communication went out, the **email would make clear that everyone interested in being involved in the process was welcome to come to steering group meetings but there would also be more opportunities to become involved after the survey analysis identified future work streams.**

5. **Working Group updates:** no meetings since training course and none planned at present.

6. **Update on Website**

JB demonstrated the working format of the NDP website. The group supported the structure as demonstrated. There were still some issues to be resolved (such as the logo and how the site would interact with other platforms such as Mail Chimp) but the basics were there and just needed populating with our data. JB is currently working with the web designer to ensure that there is a good file structure for the data which will be put on so that everyone can find and use it comfortably. There needs to be a link to our online survey and the site needs to be updated regularly in order to encourage people to visit. It also needs to be mobile phone friendly. **JB was asked to ensure we had a live website by 10th January, even if some areas, such as research and members' area, was still work in progress.**

7. **Draft Residents' Survey**

The draft survey was considered and amendments proposed. MB had tested the survey and found some technical glitches which had been reported to Lemon Gazelle for correction. These were done immediately. **CN undertook to take the discussed amendments to Lemon Gazelle for changes to be made.** It was felt important to get both the questions and the tone right for the survey. MB and JD offered to review and comment on the updated draft with CN before it was circulated for final comment to everyone.

8. **Update on Project Budget and Funding application**

CN had not yet sent in a funding application for a locality grant and was working with Lemon Gazelle to produce a bid for the work to be done by end March next year for the first application. There is likely then to be another bid in February for the work to be done up to the summer. We can make three bids over the process up to an amount of £16,000. Together with the money allocated by the Town Council (£10,000 this financial year and potentially another £10,000 next year) we have an overall budget of up to £36,000 for the whole process. **A revised Project Budget will be produced for the next business meeting in January.**

9. Meeting Developers

The proposed meeting with the developers of Buckover Garden Village was not progressed as CN determined that it was not appropriate whilst the JSP consultation was taking place. It was felt necessary to be seen to treat all developers equally. **CN to work with Lemon Gazelle to produce draft protocol for the next meeting in January.**

10. Membership of Steering Group

It was decided that the current arrangements were working satisfactorily but if many more members were generated by the proposal at 4. above to highlight to all volunteers their opportunity to attend steering group meetings, it might become unwieldy. **The membership will be reviewed again in March 2018.**

11. Any Other Business

- a. Mapping: CN and MB met South Glos staff to establish what mapping technology might be available to use. The result was that we can have paper copies of maps by specific request. It will take 6-8 weeks to produce. If we want online access, that is likely to take 12 months. She is still investigating whether the Town Council might have its own mapping tool – Parish Online which is used by BANES – and which could be used by NDP also. The Parish Online tool enables maps to be produced individually to be populated with our data and also to insert current maps from elsewhere. In the meantime, any maps put on the website will have to be in .pdf format with the hope that we will be able to have plugins. Noted.
- b. Joint Strategic Plan consultation was discussed. It was decided that we can have an input to the plan only insofar as it reflects the views that have been expressed in the initial consultation with residents. It was determined to make two points:
 - i. The recent speed and quantity of development in the area had been at the expense of necessary infrastructure improvements.
 - ii. Delaying future development until such time as the infrastructure was improved would be in the best interests of successful community integration.

CG-T undertook to draft a response and circulate it to group members for agreement before submission.

- c. CN indicated that her successor had been appointed and would start work on January 2nd. There would be a month of full time handover and then another month of part-time co-working. The new Town Clerk will attend the next steering group meeting in January. Noted

12. Date of Next Meeting

Tues 30 Jan 2018, 7pm, Town Hall (Apologies from MP, TD, MB)

Meeting concluded at 9 .00pm

MPinder

ACTION LOG FROM MEETING

CN and Lemon Gazelle to include in Communications Plan and initiate contact quickly with The Castle School	CN & Lemon Gazelle	30/1/18
Engagement Strategy and Communications draft Plan to be amended to reflect changed working methods and success measures included	Comms Group & Lemon Gazelle	30/1/18
Project Budget and Application for Locality Grant to be reviewed and amended as necessary to reflect changed working methods.	Clare Nelmes	30/1/18
CN to go back to the logo designer to negotiate for delivery of logo only for an acceptable sum.	Clare Nelmes	asap
MB to meet Lemon Gazelle to enable Project Plan to be amended to reflect change in working methods.	Mike Bennewitz	30/1/18
Internal Communications Protocol to be placed on February meeting agenda for consideration and amendment	Margaret Pinder	20/2/18
CN to convey the steering group's feedback on training session & workshop to Lemon Gazelle	Clare Nelmes	asap
Draft protocol to be devised re meeting with developers, landowners etc	Comms group / Lemon Gazelle	30/1/18
Membership of steering group to be reviewed at March meeting	Margaret Pinder	6/3/18
Online Survey revisions to be given to Lemon Gazelle for redraft. Initial result examined by MB, JD & CN before final draft circulation to full group	Clare Nelmes/Lemon Gazelle/ Mike Bennewitz/Jill Dimond	Asap
Press Releases to go out re online survey once survey date agreed beyond 10 January 2018	Comms group / Lemon Gazelle	Asap

JB to ensure website is publically available by 10 January 2018	James Baglin/web designer	10/1/18
Response to Joint Strategic Plan to be submitted after review/agreement by Steering Group	Chris Griggs-Trevarthen/ Tricia Hillier	3/1/18
Next communication to whole group to make clear that everyone interested in being involved in the process was welcome to come to steering group meetings but there would also be more opportunities to become involved after the survey analysis identified future work streams	Clare Nelmes	23/1/18