

Lytchett Matravers Neighbourhood Planning: Note of meeting 2/4/14

These are the main points from the above:

1. Apologies received from **Martyn** who we ask to **now** deliver his 50 uncollated questionnaires to Cindy please, so that she can complete the collation asap
2. The venue for the 26/4 meeting is confirmed as the new school hall
3. **Cindy** will send comments for "consolidation" to **Liz, Keith, Bob & Michael** (re school), and return to her asap. She will then send all the results to **Michael** for him to turn into as many A3 posters as appropriate. The content for each Question will consist of The Question, Graphs (where they exist) and Comments.
4. Parish Council owned boards will be used to display the posters. The walls of the hall will also be utilised. **Tim** please advise how many boards we have and how many posters they will accommodate.
5. **John** will deliver the boards to the school on 26/4 and provide post its to seek comments on a board.
6. As this meeting is intended to be driven by topics raised by parishioners, **Bob** need only prepare an agenda of opening and closing addresses with a few report highlights to stimulate discussion in case of need.
7. **Each committee member** to arrive at 10 00 on the day to set up the Hall and provide their own name badges, also saying LMPC Neighbourhood Planning Volunteer, and be equipped to take notes if appropriate. One of us should try to keep track of the number of attendees.
8. **John** to please provide signs on school gates etc. directing visitors to the Hall. John will also provide a poster in the Hall inviting people to sign up for the 3 working groups. To enable him to do this **we must first firm up on the following and then ask Tim to make the bookings:**
 - School Group** will meet at the School on 13/5 at 19 30
 - Housing Group** to meet at the Sports Club on 26/5 at 19 30
 - Amenities Group** to meet at the Sports Club on 15/5 at 19 30?
10. **Paddy Talbot and Ian Maitland** to please advise which working group they will be joining
11. **Bob** to check with the school caretaker if there are facilities to provide refreshments and, if so, seek volunteers who
 - will both obtain supplies and provide refreshments on the day.
12. **John** to please provide **Bob** with A4 posters advertising the event
13. All present reviewed the draft Link and with apologies to Martyn and John, **Cindy** will précis Martyn`s article to bring
 - out the salient points as there is insufficient space for all of it, and it lacks signposting, in its present form. It will also
 - be presented as part of promoting the 26/4 meeting.
14. **Keith** to re-present Useful Contacts as present format does not work
15. **All** are reminded to keep a note of expenses incurred, with receipts, and we will decide how they can be reimbursed after 26/4.

Finally, it was noted that the Parish Council needs to create a template for producing future editions of the Link to avoid the extensive rework experienced with this issue, to recognise lead times and deadlines and to empower an Editor, because this is not part of John`s role as

Publisher.

As always, happy to be corrected on any of this,

Keith Norris