**Earls Barton Neighbourhood Plan Project Team**

**Meeting: Thursday 5 April 2012**

**Venue: Earls Barton Fire Station**

**Attendees:** Andrew Rozzier (Vice Chair Project Team), James Wilson (Project Manager),

Ian Chacksfield, Bec Groom, David Lewis, Ron Sheffield, Gill Swift, Rosie

Smart (Clerk to Earls Barton Parish Council)

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| **Item** | **Subject** | **Action** |
| 1. | **Apologies for Absence:**  Colin Wells, Jackie Wright and Peter Wright |  |
| 2. | **Review of last minutes:**  The minutes for the meeting held 22 March 2012 were agreed. |  |
| 3. | **Agreement of revised Terms of Reference for Group:**  The revised Terms of Reference for the Group were agreed. |  |
| 4. | **Planning for Launch Event:**   1. Logo Design Feedback – the logo design was approved and thanks were expressed to Gill Swift. Gill and Andrew will check the copyright on the maps used in the design. 2. Publicity for Event – Posters/Leaflets etc – The wording for the poster on the backdrop of Gill’s design was approved. Ron and David to look into the cost of producing some printed backgrounds for us to print on for future use. Posters to be printed and distributed by Rosie. Contact also to be made with Barton Today website and EB Appreciation Group Facebook Page. Strapline for launch event to be “The Future Development of Earls Barton. We Need Your Voice and It Counts!” 3. Research on Issues – James working on. Need to capture info of those attending events to keep them up to date by email. 4. Format for Events – The formats for the events were agreed. 5. Materials/Information – James arranging exhibition boards and maps, etc. Rosie to contact Infant School about use of tables and chairs. Stationery needed – post-its, pens, A3 paper, drawing materials for children – Rosie to sort. Ron to print out facility labels for the event. Rosie to ask Paul Mills if he will video at events for inclusion on website. 6. Availability for launch or drop-in session – James to email all members asking for availability | AR/GS  RSheffied/DL  RSmart/JW  JW  JW  JW  RSmart  RSmart  RSheffield  RSmart  JW |
| 5. | **Questionnaire:**   1. Final Draft required by Printers 20 April - Rosie to put together amended questionnaire and send to all group members for recommendations for further change. 2. Final return date – 31 May 2012 3. Agree return process – Freepost, drop off points and collection service agreed. | RS |
| 6. | **Communications –**   1. Barton Today Meeting feedback – Rosie reported on a meeting held with Barton Today. As well as distributing the questionnaires, they will also reserve us a page monthly for updates 2. Article about Launch Events for May Edition – Rosie to format and article and submit it, with final amendments after the launch event on 18 April. 3. Photo of Project Group – take at launch event | RSmart  ALL |
| 7. | **Website –**   1. Protocol for updating – Andrew showed the progress made on the website and needs ideas for content to be included on the site. Andrew to write a protocol for the website for next meeting. | ALL  AR |
| 8. | **Feedback on BCW Housing Meeting –** James reported on a meeting held with BCW regarding housing and what evidence base is needed for affordable housing, etc, as the emerging Joint Core Strategy does not come down to Parish level. James will continue to work with BCW on this issue. | JW |
| 9. | **Any Other Business –** Ron interested in talking to the schools to create interest in the project. He will work with Rosie who already has contact with the schools. | RSheffield/  RSmart |
| 10. | **Date of Next Meeting –** 7.30pm Thursday 19 April – Earls Barton Fire Station |  |