**Stoke Ferry NP Working Group Monthly Progress Meeting (open to the public)**

**MINUTES of MEETING 5th February 2020**

**Start time:** 6pm

**Venue:** Stoke Ferry Village Hall

**Members Present:** Jim McNeil (Chair), Bette Hopkins, Trudy Mann, Anne Corrigan (Minute taker)

**Apologies:** Sue Lintern (work commitments), Sandra McNeil (sickness), Carol Lee (sickness) Andy Heywood (sickness)

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| **Item** | **Action** | **Deadline** |
| **1. Agree and sign-off previous minutes of 21st January 2020** | Completed |  |
| **2. Completed Skills Audit Forms**  2.1. SL, AH, CL to complete and send to JMcN who will collate | SL, AH, CL | w/c 10 Feb |
| **3. Preparations for Consultation Day 15th February**  3.1. All to feedback to Rachel re: her materials for the day  3.2. Display boards have been purchased  3.3. Publicity flyers. BH and AC agreed to do various roads. AH cannot distribute and therefore NPWG members need to help distribute over the week-end of 8/9th Feb. JMCN to co-ordinate.  3.4. AH to bring and fix banner on day.  3.5. SMcN/SL to buy refreshments  3.6. JMcN to bring a camera to capture post-it comments & public  3.7. TM/JMcN to write-up comments  3.8. Responsibilities on day:  JMcN to open up Village hall  SMcN to greet villagers and capture demographics  JMcN – Introductory Board  BH/AC - Draft Objectives and Land  AH – Maps on Tables and Flags on parish boundary etc  ??? – children’s table. Pens, paper etc  SL – Refreshments  TM/CL - as floaters during the day to assist etc. | All  Completed  All  AH  SL/SMcN  JMcN  TM/JMcN  All | Asap  09 Feb  w/c 10 Feb  w/c 17 Feb |
| **4. Other Business**  4.1. AC raised the need to produce an overall project plan, so that NPWG members can best co-ordinate their time and efforts in support  of the Chair. JMcN to discuss with Rachel Leggett (NPWG consultant). | JMcN | w/c 10 Feb |
| **5. Next Working Meeting, Monday, 24th February, 8pm,** Pineapple Coach House, High Street  Full meeting DRAFT Agenda :   * Feedback from the Consultation Day * Skills Audit * Decide whether to include Site Allocation as part of our work, (as this will affect what we include in our funding application) * Agree a Communications Plan – SL will then draft * Develop a Business & Community Stakeholder listings * Grant funding – progress on our 2nd application | All  All  All |  |
| **6. Next ‘open to the public’ NP Working Group Monthly Progress Meeting 4th March at 6pm, SF Village Hall** |  |  |
| Meeting ended at 6:50pm |  |  |

These minutes have been agreed as a true record of proceedings:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_