

# NDP Steering Group

Minutes of the NDP Steering Group (chairs) meeting held in the Council Chamber, Studley Village Hall on the 12th June 2018 at 7pm.

## 1. Neil Edden declared the meeting open.

### Present

Cllr N Edden, F Lamden, S Marchant

### Apologies

R Jarman

## 2. Update on Working Groups reports/memberships etc

The item was skipped and covered within item 3

## 3. Discussion on public “Open Day” 23 June 2018. Ensure all working groups are prepared and there are no issues, agree production of stationery, agree initial room setup strategy and arrival time on the day of participants. Agree any roles for certain people on the day

It was confirmed that all Working Groups (Environment via email) were happy with latest drafts of the presentation boards and working sheets as circulated by NE.

Attendance on the day was discussed and most groups have volunteers. It is believed that due to the common themes of activities and discussions with the public, that there will be sufficient cover for the day with volunteers able to move between areas and provide cover and help.

NE has asked Hannah Briere whether she could add the Parish boundary outline to the maps, which she will attempt this weekend when back from holiday.

### Actions:

- NE/Clerk to confirm to chairs/group the arrangements for setup on (or before) the 23<sup>rd</sup> – arrival, access etc
- NE to post reminder to Studley Matters Facebook group prior to the event (Thursday or Friday and possibly Saturday morning) so that it remains fresh/high up on people’s newsfeeds.
- NE/PB/Clerk to see if an additional article can be published in the Redditch Standard on the Friday prior to the open day
- HB to complete Parish outlines on maps
- NE/Clerk to organise printing at PSW and stationery ready for the day
- SR to be asked to again encourage participation on the day from all Parish Councillors

## 4. Agree date for next meeting and items to go on agenda

Next Steering Group Meeting agreed at last meeting – 10 July 18

## 5. Close Meeting

Meeting closed 7:20 pm