

## Steering Group Meeting

10 January 2014 at the 43 St John's Drive, from 7 pm

### Minutes

**1 Present:**

Andrew Avery, David Dawson, Janet Duke, Brian Grice, Greg Herdman, Alf Moffit, Steve Walker, Paul Willcock

Paul Willcock welcomed SD and SW to the Steering Group as it was their first meeting.

**2 Apologies:** Mike Tomlinson

**3 Minutes of last Meeting:** These were taken as an accurate record

**4 Steering Group Terms of Reference:** This item was left over to the next meeting

**5 Consultation Events Timetable: Andrew Avery**

AA spoke to the document entitled 'Engagement Strategy' prepared by him. It contained a wide variety of different audiences with a possible strategy for each audience under the headings, where? When? What?. As most villagers are included in more than 1 audience he warned about 'overkill'. Business to be approached by having a Business Breakfast. SW said he runs the Business Centre in Retford and has access to business directories. He suggested BB'fast was good idea, linked to other useful support from BDC agencies.

There was then a prolonged discussion of getting youth on board which dominated the rest of the time. There was no agreement on the best approach.

Approach to younger adults possible just before the end of the school day when parents collect their children.

Sequencing of events was discussed and appeared to come out as short questionnaire followed by meetings. How to do this was left open. The use of questionnaires from other NPs was proposed by JD. PW said he would look for them and forward these.

**6 Steering Group Responsibilities:** This item was left over to the next meeting.

**7 Publicity Material**

a *Roller display* PW showed a possible layout and wording for this. It was agreed that this should be given to Burgess Design.

b *Timeline* The 2 versions of the Timeline were briefly discussed. It was suggested that both were useful.

c *Articles* The articles for Retford Life, Village Newsletter and the village Retford Times correspondent were briefly discussed. GH suggested that the Retford Life article could be in the next edition. An advert for Business was also approved.

**8 Finance**

PW showed a pro-forma for claiming approved expenses.

**9 Correspondence**

PW at contacted all 12 other NP villages about the idea of a Forum of all groups meeting to exchange experiences. There had so far been 4 responses, largely positive.

**11 Date for next Meeting**

Thursday 16 January 2014 at 7 pm. Venue 56 Broad Gores.