



Bishop's Itchington Neighbourhood Development Plan

Action Minutes of the NDP Working Group
23 Jan 2017 at 7.30pm
Bishop's Itchington Community Centre

Final

Present

Adam Dugmore
Alana Dugmore
Sue Wilson
Peter Wilson
Ian Brooks
Alan Heatley
Rob Parker
Jane Thomas
Norman Thomas

Apologies

Richard Shimmin

Members of the Public

Item No.	Issue/Subject	Outcome/Actions	To Do	Target Date
1	Apologies from Richard Shimmin			
2	Minutes from last meeting (12 Dec 16)	Approved		
3	Welcome to New Members	Chair delighted to welcome Jane and Norman Thomas to the Working Party	(see point 5)	
4	Working Party Terms of Reference	Draft was reviewed and suggestions made	All Working Party members to review and agree ToR document (see draft published to BINDP Google folder) https://drive.google.com/drive/u/0/folders/0B9BWU-OHVBtkNG9PNG13TFQ2MGc	30 Jan 2017
5	Declarations of Interest	Working Party members reminded to complete a DoI form	Guidance Notes and Form downloadable from BINDP Google Drive https://drive.google.com/drive/u/0/folders/0B9BWU-OHVBtkNG9PNG13TFQ2MGc Completed and signed DoI to be scanned and upload to BINDP Google folder	27 Feb 2017
6	Plan Preparation	Agree Vision, Aims & Objectives 1. Transport 2. Environment 3. Housing and commercial premises	Adam Dugmore to incorporate changes based on feedback from Group and publish to BINDP	27 Feb 2017

7.	Public Engagement	Review Clubs & Societies fair	Agreement that in general the Fair was a collaboration opportunity for like-minded people who already volunteer within the community. The NDP group gained two new members.	
		Further public engagement planned around April - TBC	Agree at next meeting Pete Wilson to check Community Centre availability in April	27 Feb 2017
8.	Items for Publication	Updates for Scene	Ian Brooks to input Scene entry to include: Brief findings from questionnaires Meeting dates Contact details for BINDP New Events planned Supply copy to Sue Wilson	By 5 Feb 2017
		Updates for Facebook	Sue Wilson to provide a gif or jpeg file (of Ian's Scene entry) so it can be uploaded as a photograph into Facebook. Sue Wilson to post to BINDP, BI Community & Community Centre FB Sites Jane Thomas to post to WI and Bishops Memories FB sites	As soon as received
9.	AOB	Storage, accessibility and security of Questionnaires Map with postcodes	Alana Dugmore to get quote for scanning of questionnaires Alana Dugmore to provide to Ian Brooks	27 Feb 2017 Asap
		Website (see Appendix - email from Alison as reminder how this was left)	Adam D. and Sue W. to review website provision, administration and pitfalls of having a separate site with Alison Biddle	Appt to suit all parties
10.	Date, time and location of next meeting	Next meeting 7.30pm, 27th February in Bishop's Itchington Community Centre Café	A Draft Agenda is available from BINDP site https://drive.google.com/drive/u/0/folders/0B9BWU-OHVBtkcWxMaDRTSFBldIU Working Party requested Agenda to be circulated by email earlier	

APPENDIX TO 23 JAN 2017 MINUTES

Alison Biddle, Bishop's Itchington PC <bishopsitchingtonpc@btconnect.com>
to Adam, me

12/14/16 ☆ ↶

Hi Adam,

It is easy to set up new pages – please have a look at the section under Yellow Land which was a separate project we ran a few years ago (just noticed that the videos are no longer working!). It is certainly possible to set up a login for someone else to maintain those pages but it means they would also have access to the content on the rest of the website too which is a bit of an issue from a security point of view. I am happy to manage the content if someone provides me with the text and any documents etc.

I have been talking to SDC recently about re-designing our website and it is something which I am hoping the PC will agree to spend money on. If we do this, I am expecting that the process of maintaining the site will change and may make it easier for someone else to be involved.

We already have an NDP page on the website but it hasn't been updated for ages because I've been waiting for someone to send me some new content. We can easily add more pages. Just tell me what you need.

Alison