



Notes of NP3 Communications Group Meeting

Monday 20 July 2015 at The Eastfield Inn

Present:

Alan Aburrow (AA)
Andrew McGrath (AG)

Helen Furber (HF)
Alan Preece (AP)

David Mayer (DM)
Sheila Preece (SP)

Apologies:

Maggie Clarke (MC)

1	Notes of last meeting	Covered in the following points.
2	Annual elections	<p>HF advised that the BS9 magazine was still being delivered to households in Henleaze after the 8 May 2015 deadline for nominations for NP3 ward representative roles. SP advised that there was also a delay in Stoke Bishop.</p> <p><u>It was agreed to recommend to the NP that notice of the May 2016 elections should be included in the BS9 magazine (or other appropriate media) in the April rather than May edition next year.</u></p>
3	Website	<p>AM advised that he had spoken with Gemma Dando (GD) and John Smith (JS) [both of BCC] since the last meeting.</p> <p>JS is not able to provide WordPress tutorials.</p> <p>GD has advised AM that a marketing plan for NPs has been prepared. No details are available at present other than the BCC website is being redesigned and re-launched. GD has confirmed that the intention is for NPs to be able to manage their websites better.</p> <p><u>AM agreed to follow up on progress and provide an update at the next meeting.</u></p>
4	Mail shot	<p>AA referred to the envelope used for BCC's recent Westbury-on-Trym Parking Review mail shot. AA's envelope was addressed to 'The occupier' with 'Important document enclosed' in the bottom left and the BCC logo in the bottom right corners. He had copied the envelope to Rob Grieve (RG) at BCC suggesting that the Council's PR department might be able to improve the style of future mailings to encourage more people to open the envelopes.</p> <p>RG advised that BCC are not allowed access to the Council Tax</p>

		<p>database for the names of residents because of the Data Protection Act. Customised envelopes/postcards are prohibitively expensive for all but big projects.</p> <p>After a discussion, it was suggested that (a) additional lines might be possible in the address label to indicate the contents of the envelope (probably not viable) or (b) envelopes could be over stamped with content details.</p>
5	NP event on 24 October 2015	<p>HF provided feedback from the planning meetings; she then advised that the next planning meeting is being held on 5 August. Hayley Ash (HA) wants to encourage a greater attendance at the next meeting as only two NP representatives attended the June meeting and three attended in July.</p> <p>HA is issuing an email in late July to all NP chairs (probably also to all NP representatives) summarising the proposals for the October event which will be held at MShed. She will be asking for comments before the meeting on 5 August.</p>
6	NP Plan leaflet	<p>At the last NP meeting it was agreed to delegate completion of the leaflet to the Communications Working Group.</p> <p>AM provided a working draft of a document that was compiled after a meeting of the Group on 14 July. He explained that not all of the changes requested at the meeting had been incorporated due to a mix of needing to have a consistent look/feel to the document across all 14 NPs and the back page having to be the same for all NPs (save for the contacts).</p> <p><u>It was agreed that HF, on behalf of the Group, should write to HA asking her to reconsider the decision about the content/structure of the back page.</u></p> <p>Printing and distribution of the leaflet were also discussed. <u>AM agreed to get as many copies printed as possible; ideally 5,000 copies.</u></p> <p>Once we know the position regarding the print size, the Group want to consider additional printing, e.g. bound into the centre pages of BS9.</p>
7	Library Consultation	<p><u>It was agreed that the Group, on behalf of the NP, should thank Di Robinson for her efforts and responses during the library consultation.</u></p>
8	Next meeting	<p>6pm on Monday 20 October 2015 at Westbury-on-Trym Library (venue is subject to confirmation)</p>