



Agenda item 5 (iii)

Notes of NP3 Communications Group Meeting

Tuesday 12 January 2016 at Westbury-on-Trym Library

Present:

Alan Aburrow (AA)
David Mayer (DM)
Sheila Preece (SP)

Valerie Bishop (VB)
Andrew McGrath (AM)

Helen Furber (HF)
Alan Preece (AP)

Apologies:

Peter Weeks

- 1 Notes of last meeting** Approved.
- 2 NP Plan leaflet** It was confirmed that the plan was included as the four central pages of the January 2016 edition of BS9.

AM confirmed that he has a supply of the printed NP Plan and that he will provide ward representatives with these so they can be distributed. HF asked AM to wait until she had received a reply from Andy Frazer (editor of BS9) regarding which streets in BS9 he delivers the magazine to. We can then focus on distributing to households/leaving in local shops etc where NP3 residents have not had the opportunity to read the Plan in the magazine.
- 3 Website** At the October meeting, AM advised that he had been in correspondence with Knowle West Media Centre (KWMC) regarding hosting servers and providing training and guidance about NPs' websites across the city. Subsequently this led to AM raising the issue at a NP co-ordinators' meeting. Five NPs are interested in meeting with staff at KWMC to discuss possible services and the associated costs.

It was agreed that NP3 want to make progress as soon as possible and that HF, AA and AP will represent the NP at a meeting with KWMC. AM will arrange the meeting.

AM also referred to email exchanges in December with members of the Bishopston, Cotham & Redland NP regarding their website and its future development. AM agreed to circulate the emails to Communication Group members.
- 4 Finance** It was agreed that a request should be made to the NP Committee at the March 2016 meeting - via AM's co-ordinator's report - for £2,000 to be allocated to a fund managed by AM on behalf of the NP. The money allocated can, subject to agreement, be used to fund ongoing website and advertising costs.

- 5 Traffic Choices** With a high number of issues being 'posted' to BCC's Traffic Choices website, it was agreed that we need to communicate a process for responding to contributions.
- It was agreed:
- Requests are posted to the website in summary form by Rob Grieve (RG).
 - RG should advise AM about the requests.
 - AM should then invite the contributor to make his/ her case at the next Forum. If Forum participants agree that the request is for an action that should be considered, it will be raised at the next Transport meeting.
- Once a request has been considered and either dealt with or rejected, it will remain on the website but with a colour change.
- It was agreed that, (1) All communications group members will look at the website and (2) AM will send an email to RG to ask him to send details of requests to him.
- 6 BCC Marketing Plan** HF advised that Penny Germon had given her a copy of the "Marketing Plan" in October (headed "*Communications - BCC and NPs: Overview 2015*"). However it appears that it has not been officially issued outside of BCC.
- AM said that points in the document about NPs having twitter and facebook accounts would be discussed at a co-ordinators' meeting on 13 January.
- It was agreed that as HF would be seeing Hayley Ash on 13 January, the document's availability and implementation should be discussed with her.
- 7 NP event on 24 October** HF asked for feedback on the event in advance of a debrief meeting with NP representatives. The general consensus was there is no need to have an annual NP conference but shorter meetings on appropriate topics could be held on a case by case basis throughout the year.
- 8 Annual NP3 elections** It was agreed that notice of the elections should be included in the April edition of BS9. HF will contact Andy Frazer and try to get this as an editorial rather than a paid advertisement.
- In addition to the BS9 notification, we will refer to the elections at the upcoming Forum meetings, AM will issue an email to the 600/ 700 individuals on the NP database and we will maximise use of local notice boards.
- 9 Mayor's visit** George Ferguson (GF) is due to visit NP3 on 21 January between 11am and 2pm (previously scheduled for between 10am and 3pm). Separate meetings of the Communications Group have taken place to arrange the visit.
- As of 12 April we were waiting for the Mayor's office to comment on the proposed outline programme.
- 10 Next quarterly meeting** 5pm on Tuesday 12 April 2016 at Westbury-on-Trym Library. (venue is subject to confirmation)