



Agenda item 7 (iv)

NP3 Communications Group Minutes

Tuesday 21 April 2015 at Westbury-on-Trym Library

Present:

Alan Aburrow (AA)
Gay Huggins (GH)
Alan Preece (AP)

Maggie Clarke (MC)
David Mayer (DM)
Sheila Preece (SP)

Helen Furber (HF)
Andrew McGrath (AG)

- 1 **Notes of last meeting** Covered in the following points.
- 2 **Feedback from 7 February event**

HF provided feedback from the debrief meeting (attended by only 4 NP representatives) chaired by Hayley Ash (HA) on 11 March. Key points arising were:

 - **HA will be issuing and sharing summarised notes with all NPs.**
 - 102 people plus BCC officers attended for all or part of the day; the peak number was achieved at lunchtime. Approximately 20 people attended without booking and a similar number booked but did not attend.
 - Circomedia proved to be an unsatisfactory venue for a large number of reasons (some examples being acoustics, room temperature, toilet facilities).
 - The individual sessions attracted mixed feedback with the poor acoustics affecting the comments.
 - The Mayor's session received mixed feedback including, (a) asking if it was necessary, (b) stating it required more unscripted in depth questions and (c) being disappointed about the perceived lack of depth in the answers.
 - The governance session would have benefited from more structure.
 - Jim Cliffe's session on s106 and CIL was well received.
 - The planning session was generally well received and was regarded as being informative; more time was required for discussion.
 - It was appreciated that Peter Mann listened to participants but the mixed needs of those at the session led to rambling questions.
 - Lots of comments were received about the communications session

run by Rob Umphray but the session lacked structure and the outcomes were unclear.

- The BCC communications session lacked content and required more preparation.

- The buffet was well received.

Those attending the debrief session have hard copies (running to 25 pages) from which the above comments arise. The papers also include draft notes on the day's sessions - with the exception of the communication notes. HA requested that the notes are not shared hard copy with NP representatives as she wants to issue a consolidated report.

Following a discussion regarding participation and dates, it is proposed to hold a follow up event on Saturday 24 October 2015 at MShed or an alternative central Bristol location. In order to move forwards rather than cover the same ground from 7 February, it is proposed to restrict the invitations to the same audience as before (defined to include any new ward representatives and councillors) to enable presenters to go into more depth on some topics already covered.

It was agreed that effective communication should be a key topic at the next event. Other topics may include governance, the outcome of the boundary review, Street Scene, equalities, community plans and parking services.

3 NP Plan flier

AM circulated an example of what a four page A5 NP Plan flier might look like. A discussion ensued in which it was agreed that a flier would be useful provided the content is appropriate and the distribution methods are considered carefully e.g. possibly to be delivered with BS9 Magazine rather than by Royal Mail alongside 'junk mail'. Also consider using social media, local radio, local newspapers etc to endorse the messages.

Core information about NPs should be the same for all NPs and that messages need to be succinct. Each NP would then have the remaining space to tailor their documents to reflect agreed local priorities.

It was agreed that it is essential that the NP Plan fliers ("localism in action") are very carefully worded by competent people.

With the boundary review taking place - together with a possible reduction in the number of NPs - it was felt important to ensure that the document is issued when it possible to ensure that it is current not only when it is delivered but also for at least a year or so afterwards.

4 Website

AA had previously asked questions about the support available (if any) from the Knowle Media Centre regarding the NP3 WordPress website through BCC. **AM agreed to speak with Gemma Dando to establish what support may be available.**

AA commented to AM in an email dated 15 February that the version of WordPress in current use urgently needs to be upgraded to the

latest version which is understood to be 4.1.

AM named BCC employee John Smith (JS) as being someone who might be able to provide WordPress tutorials. **AM agreed to speak with JS.**

Post meeting note: With Simon Tomlinson standing down as a ward representative for Henleaze, it is urgent to provide HF with WordPress training.

5 Roles of group members

Following a request made by Valerie Bishop that members of the Communications group provide onsite support for the WGOP at an event in Westbury-on-Trym, clarification was sought about the roles of group members.

It was agreed that group members should provide strategic support and be able to offer advice on best practice. AM commented that as he and Gary Brentnall (GB) need to interact more with local residents in order to achieve their objectives, **AM and GB would both attend the Westbury-on-Trym event in order to support the WGOP.**

6 May elections

It was confirmed that notice of the May elections would be included in the BS9 magazine which would be delivered to all properties in NP3 by 1 May. HA has agreed to fund the BS9 notice out of a communications budget which she holds for North Bristol.

In addition details of the election process are available on the NP3 website.

7 Correspondence with Highways Service Director (Peter Mann)

AA advised that Peter Mann has not dealt sufficiently with the issues raised regarding the impression given that NP3 was supportive of the introduction of 20 mph zones and parking on the Downs. It was agreed to raise the concerns again in the papers for the next Stoke Bishop Forum.

8 Budget

Although no current funding need has currently been identified for communications, it was agreed that it may be appropriate to request a contribution from the NP3 small grants fund at some stage.

9 Next meeting

2pm on Monday 20 July. Venue TBC.