

Shaugh Prior Parish Neighbourhood Plan Steering Group

Comms Meeting minutes

Held at Birdwood, Shaugh Prior on Monday 17th March at 1700hrs

Apologies - Paul Vann, Ian Cleaver

Attendees - Barrie Spencer (BS) Cathie Boulting (CB) Jennie Winter (JW) David Dudytsch (DD) Simon Francis (SF) Jason Ellmers (JE)

Following on from the whole meeting on March 12th CB circulated the flyer that had been marked with amendments/likes/dislikes and reminded the group of the general comments from the meeting in order for the comms group to consolidate the wider consultation comments. The group discussed various aspects of the flyer from both an aesthetic, technical and information output. JW noted all the agreed changes to feed back to Tilly who is creating the document.

SF discussed printing, quantities and invoicing (before 31st March 2025) it was agreed by all to do 3 print runs through April and May.

Print run 1

500 A5, colour double sided
30 A3 colour posters single sided
30 A4 Colour posters single sided

Print 2, as above

Print 3

50 A4 Colour posters single sided (QR codes)

It was agreed by all that all flyers posters will be sent to the Parish magazine/Plymouth links/social media and businesses. This will be done by CB once the flyer is complete.

There was a general discussion around Public Engagement Meetings and it was agreed that there will be 6 meetings, 2 per week, 2 weeks apart. These would take place on a Tuesday, Wednesday or Thursday, week commencing 12th, 19th, 26th May 2025.

This will also be noted on the website.

Actions

CB - book halls and venues
JW - flyer/poster change
BS - to provide content
SF - will deal with the printers and revise quantities
BS - will deal with FAQ's

Meeting concluded at 1827hrs