

# CHALFONT St. PETER PARISH COUNCIL

Minutes of the Communications and PR Committee  
held on Thursday 5th May 2016 at 8pm.



## MINUTES

Present: Cllr Dickson (Acting Chairman), Cllr Hatton, Cllr Ross and Cllr Allen.

Also Present Debbie Evans (Clerk)

### **CHAIRMAN ISSUED INSTRUCTIONS REGARDING EMERGENCY EXITS IN THE EVENT OF A FIRE.**

48. Apologies received from Cllr Dale
49. Declarations of Interest.
50. The minutes from the meeting held on the 4<sup>th</sup> February 2016 were proposed by Cllr Hatton, seconded Cllr Ross.
51. Review Action Points
- 33** Update from Cllr Dickson regarding a village street map, they have now been received and look great. Cllr Dickson to put into the notice board. COMPLETED
- We have 1 x A1, 1 x A3 and 1 x A4. The maps do have the names of some buildings within the Epilepsy Centre which have now gone. The Committee decided that as the map will need to be updated in very near future with additional roads from new developments that this would be fine for now. The A4 map can be made available to give out at Feast Day. **ACTION** – Cllr Dickson to organise for Feast Day.
- 35a** Update from Cllr Dickson regarding what the Council needs to obtain Quality Status and also an update from the Clerk regarding a summary paper on the Quality Status Award Scheme, benefits and costs. C'wfd
- 35b** The Council would like a Dropbox facility to enable Cllrs to store e-mails and information in one place which is safe and secure. The option of sharepoint was too expensive, therefore the Clerk will set up a dropbox account for the Council to be used for projects
- 42** Update from Cllr Ross and the Clerk regarding the Parish Council Model Publications Scheme. Clerk going through the list and updating our website. The Clerk will speak to Cllr Ross for assistance.
- 45** The Committee discussed Feast Day. Proposals were as follows : pictures of the Cllrs, map of the wards, naming the tractor etc.

Signed

Date

It would be good also to have some detail about the 100 trees by 2020 project and the plaques. **ACTION** – Clerk to ask Kate and John to put something together for the Feast Day tent, both can have a 3 panel blue board to put things on.

Board 1	Map of the village with a picture of the Cllrs
Board 2	Village Plaques
Board 3	100 trees by 2020 and long grass policy trial

Clerk and Haywarden will organise the Parish Council outside stand, with the new tractor, the name the tractor game, Devolved Services update and Commons Mgmt. Plan update.

**ACTION CLERK**

**ACTION** – Closer to the date, Cllr Dickson to send out on social media information on what we will be doing at Feast Day.

**ACTION (All Councillors)** – If any Cllrs would like anything else within the tent on Feast Day, please let the Comms & PR team now to ensure it is advertised.

46. Plaques. Cllr Dickson and Cllr Hatton are hoping to get a double spread in the local paper regarding publicity for the new Heritage Plaques with the Bucks Advertiser in June 2016. The best photo opportunity would be the Gold Hill Pond plaque.

**ACTION** – Clerk to ask the HH to put up a post on Gold Hill for this plaque.

**ACTION** – Cllr Dickson and Cllr Hatton to organise the photographs and the newspaper article.

Update from Clerk regarding the latest news on the Neighbourhood Plan judgement from Chiltern District Council. Available on the CDC and PC website.

52. It was agreed at the last Main Council meeting that we would advertise the Annual Parish Meeting to be held on Thursday 19<sup>th</sup> May 2016 and give people the option to send in questions.

**ACTION** – Clerk to update the website with a “flash banner”, asking if people have questions for Parish, District or County Councillors, to send into the Clerk by Monday 16<sup>th</sup> May.

**ACTION** – Cllr Dickson to send out on Facebook and twitter.

**ACTION** – Clerk to give the Chairman details about the funds received and spent for Maria Taylor for her to include within her opening statements, rather than a separate MT report.

**ACTION** – Cllr Dickson to prepare a “who does what” ie PC, CDC and BCC to put on the chairs for the evening.

**ACTION** – Cllr Smith to introduce the staff team and who they are.

53. Out of the 4 areas agreed by Main Council, Cllr Hatton is to propose the first stage long grass trial area.

**ACTION** – Clerk to send out to all Council before the second DS cut for comments.

**ACTION** – Cllr Hatton will create a sign to be put into the ground in each area, and a hand-out for the Haywardens to give to members of the public if they enquire.

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Signed

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**ACTION** – Cllr Dickson to put the sign up onto social media to start informing people of what is happening.

54. **ACTION** – Cllr Hatton to put together some words and photos for the website and send to the Clerk to add. Parking Issues in the Vale and surrounding areas as discussed in the Main Council meeting in April 2016.

**ACTION** – Cllr Ross & Cllr Dickson as residents of the area to create an A5 information sheet which can be handed out to local residents and put onto parked cars telling them what to do and the correct place to go to for assistance, i.e. Tfb.

55. The Parish Council pay every year for the pleasure to keep the Maria Taylor Gordon King painting in the Council premises. The Committee have requested a budget of £250 to organise an appropriate frame so we can put it up into the Chamber.

**RECOMMENDATION** – To spend up to £250 to purchase a frame for the Gordon King painting. Proposed Cllr Hatton, Seconded Cllr Allen, agreed by all. (Note - If the cost is over £200, 3 quotes will be required)

56. Local Plan – ongoing. Cllr Hatton to keep Comms informed of any issues the working group need communicated to the public.

57. Social media update. We have had an amazing response on Facebook from the last couple of posts, 4000+ viewed the pictures of the Beacon lighting, 2000+ on the Whitehart picture and over 24,000+ saw the picture of the village with the flags. For a Parish Council who are relatively new to social media this is an amazing response and growing.

With the departure of Mike Day who ran our twitter account we don't have as much traffic going through our twitter account as we would like. This area will need more attention going forward.

58. Information Items

The official planting of the first sponsored trees for the 100 trees by 2020 project is happening on Tuesday 10<sup>th</sup> May. Cllr Southworth has organised the event with the sponsors, Cllrs, Tree wardens and local paper. Cllr Shinner will be taking photos of the event which we will put up onto our website.

Sadly Metro Piazza will be closing this weekend, which is another big shop in the village closing down.

Neighbourhood Plan - Cllr North highlighted that the next Comms & PR meeting is on the same day as the referendum therefore we may need to meet before this to organise an appropriate campaign.

Cllr Hatton suggested that we look at getting a new Parish Council notice board in the middle of the village as our current ones are very small. **ACTION** – Clerk to add to the next meeting in September.

59. Date of Next Meeting – The Committee agreed to add an additional meeting on the 26<sup>th</sup> July 2016 to discuss the campaign needed to support the next NP referendum.

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Signed

Date