



## Our Frogmore & Sherford Community NEIGHBOURHOOD PLAN

4.07	the community. It was noted that DJ was preparing parish photographs to incorporate into the display	NS/JS DJ
4.08	The 'take away' leaflet/ post card to be designed and produced.	PH/NS
4.09	'Our Frogmore and Sherford Community Neighbourhood Plan' monogrammed pens to be ordered. Maximum budget £250 pens (£0.50 each).	AS
4.10	Agreed that an AONB explanation panel should be included in the display. Text to be prepared.	PH/KT
4.11	Agreed to procure such electoral role parish names and addresses as can be purchased from SHDC, full electoral role information having been denied for NP purposes under Electoral Commission rules.	PH/NS
4.12	Steering group members to pool their neighbourly knowledge in applying names to addresses as far as possible.	All note
<b>5</b>	<b>NP website update – <a href="http://www.frogmoreandsherford.co.uk">www.frogmoreandsherford.co.uk</a></b>	
5.01	BJ kindly agreed to act in the capacity of data administrator and to provide information regarding any protocols to be observed by fellow steering group members.	BJ
5.02	BJ undertook to provide email addresses and passwords to AB and RB for website 'live page' steering group only access.	BJ
5.03	Agreed to add new member details, to be supplied to BJ, to the website members list. Photographs optional.	Note / BJ
<b>6</b>	<b>Budget and expenditure</b>	
6.01	KT confirmed that he had established and would maintain an Excel budget and expenditure programme.	KT
6.02	It was noted that the Parish Council's cheque signatories were NS, David Raeburn and Garry Elliott.	NS
6.03	Invoices for payment and copy retention to be passed the KT in the first instance.	All / KT
<b>7</b>	<b>Trial questionnaire</b>	
7.01	Discussion deferred.	
<b>8</b>	<b>Other business</b>	
9.01	Next meeting to be held at Sherford village hall in order to test the event layout.	Note
<b>10</b>	<b>Date of next meeting –</b> 3.00pm, Tuesday 29th August 2017, Sherford village hall	Note

### Circulate:

- Steering Group Members
- Chair, Frogmore & Sherford Parish Council
- Clerk, Frogmore & Sherford Parish Council
- Sarah Packham, SHDC
- Debbie Crowther, Devon Halo

*Neighbourhood Plan/ PH/170822*