

Present: Leon; Tim; John; Astrid; David

Apologies: Erika

The minutes of the last meeting held on 11th February 2015 were agreed. The discussion was mainly about the organizing of the Open Day planned for the afternoon 2:30 – 5pm at the Village Hall on Saturday 7th March 2015.

Food for the event: Alison Wolverson and Val Coleman had agreed to provide cakes etc as refreshments. Alison and her daughter Kelly would look after teas and coffees etc. Astrid would supply some savouries. Elizabeth Sutherland-Hawes had also volunteered items.

Display:

Following the Farmer's Market in the morning, the tables would be left out for use to display information boards, and other stations. A row of tables along the whole length of the window side of the hall would be used to display a series of information boards produced by Leon with help of other steering group members and further helpers. A large arrow would guide visitors along this row. Questions could be answered by Leon, Tim and David.

At the end of the row would be set up a large map, on an easel, of the Parish with the boundaries marked in.

John suggested each visitor could indicate where they live by pressing a sticky dot on the **map**. This would help us with statistics on the number of visitors who had turned up on the Open Day. Beside the map board (manned by Erika) would be a table with the **questionnaires** to be handed out to visitors as they processed along the information route. Astrid volunteered to take care of this station. Visitors would be invited to fill out the questionnaire there and then (tables and chairs with pens in centre of hall), help themselves to free refreshments, and then hand in the questionnaire to another station. This station (manned by John S-H) would be equipped with a '**Treasure Map**'. Those people would receive a numbered flag to pin into the map wherever they hoped the M&S £50 voucher might have been "buried at the crack of dawn by the Chairman of the Steering Group, he being the only person who knows the spot!"

People who wished to take home the questionnaire for filling out would not be able to enter the 'Treasure Map'. Also, all members of the Parish Council and N.P. Steering group would not be eligible to enter.

John would take photos in the Village Hall on the Open Day; photographic evidence for the files.

Erika offered to look after any accompanying children who might turn up with the adults and keep them occupied.

Astrid would encourage people to hand in questionnaires that were taken home on or soon after Wednesday 11th March. They should be returned to "Martin's Croft" where Tim would supply a plastic box with lid in the porch. Or we could pick them up from anyone who would find that difficult.

Tim had produced sheets of information about the whole Neighbourhood Plan issue, which were pronounced excellent for our own steering members' information.

After we were all asked to turn up for the Open Day at 13:30 pm to help prepare the Hall, we closed the meeting at about 21:30.