**DEEPCUT NEIGHBOURHOOD FORUM**

A full committee meeting was held at 7.30pm on Tuesday 21st July 2015.

Present:

|  |
| --- |
| Lindsay MorganHoward HydePeter BambridgeAlan BarnardCC:Paul DeachDavid WhitcroftDavid RushmerSusan Stewart |
|  |
| **Action** | **1.** | **CSP** |
| **HH****PB** | **1.1** | PB reported back got response to his request for guidance re simpler neighbourhood plan but simply directed us to other websites. Although not a helpful response, it was agreed that HH would issue cheque for final payment. |
|  |  |  |
|  | **2.** | **12th SEPTEMBER PUBLIC MEETING** |
| **AB** | **2.1** | AB reported back to committee that had been in contact with Angela Mitchell who was contacting Michael Gove. AB also halfway through list of other invitees and would report back at next meeting. |
|  |  |  |
| **LM** | **2.2** | LM to bring laptop to next meeting so can start to work on PP presentation for meeting. |
|  |  |  |
|  | **3.** | **DEEPCUT NEIGHBOURHOOD FORUM WEBSITE** |
|  |  |  |
| **ALL** | **3.1** | Committee agreed we needed a totally new website as impossible to get in contact with Martin Flack despite numerous attempts. All had reviewed web links provided by Steve Hounsome and agreed Remenham site was the template. LM instructed to commission web designer to see if could get hold of DNF.org.uk or similar. Since actioned and got hold of deepcutforum.org.uk – which was approved. Web designer now needs to set up account in DNF name. LM progressing. |
|  |  |  |
| **LM** | **3.2** | LM to instruct web designer that needs email capacity (info@deecutforum.org.uk etc). Since actioned and confirmed. |
|  |  |  |
| **LM** | **3.3** | Committee instructed LM to the following:* Home page
* Mission and objective page
* Map of area
* Strategy (document produced by consultant)
* Gallery
* Committee
* The Plan
* Contact us
* Website policies
* Minutes and agendas
 |
|  |  |  |
| **Noted** | **3.4** | Other requirements of website/designer to include:* Diary calendar visible through website
* PDFs/Excels – hard coded into page
* Folder where we can upload agenda/minutes
* Holding and updating email lists (Members/Associate Members/Committee)
* Undertaking all mailings on behalf of the DNF
* Updating Facebook and Twitter
 |
|  |  |  |
|  | **4.** | **DOOR DROP** |
| **ALL** | **4.1** | LM briefed committee on new company that can provide GPS tracked door drops solely for Deepcut for far less than the Post Office quote plus can design and print leaflet. Committee agreed LM to progress with view to starting door drop 3rd August (takes 3 weeks to complete delivery. It was agreed 1500 leaflets to be produces with 400 plus for committee use and distribution. Budget confirmed for £600. (Since meeting budget has changed slightly but committee informed.) |
|  |  |  |
|  | **4.2** | HH to supply LM with up-to-date map of area (since actioned) |
|  |  |  |
|  | **5.** | **DOOR DROP LEAFLET** |
| **ALL** | 5.1 | Draft copy produced by LM and reviewed by committee. LM to take and make amends and re-circulate (since actioned). |
|  |  |  |
|  | **6.** | **DATE OF NEXT COMMITTEE MEETING** |
|  | **6.1** | 7.30pm on July 28th at the Deepcut Community Centre. |