

BLEWBURY NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Notes of a meeting of held on Thursday 27 February 2014, to discuss the format of the proposed NDP Launch on Saturday 8 March

Present: Nick Chancellor, Vanessa Fox, Joe Goyder, Angela Hoy, Dermot Mathias, Alex Musson, Gwyn Rees

1. **Numbers.** 98 so far, plus the Team, and Stewart Lilly and Geoff Botting and Richard Webber.
We have critical mass.
2. **Catering/Staffing.** Pat Mattimore, Vanessa Fox, Martine Musson, Angie Rees, Liz Sweet and Jo Lakeland will dispense food. Costings have been done. Angie and Martine to buy food for their casseroles, and Pat and Vanessa will buy the bulk on Friday afternoon.
Roger Colebrook and Peter Boon will be on the bar, with Sue Colebrook helping (after helping Angela H on the door).
Angela and Sue on the door will take names and addresses of unexpected arrivals, and give out raffle tickets for the free glass of wine.
VAT invoices to be obtained where applicable.
3. **Booze.** GR has had a response from the Council re bar licence. Sainsbury and Tesco both happy to take returns, on the beer – can be ordered on line. Glasses have been ordered.
GR will also buy soft drinks, and has trugs for chilling, from the BVS.
GR and PM to liaise for price lists, and ask Jo L to laminate.
VF to find four jugs for water. GR/P
M
VF
4. **Float for bar** - £100. Dermot will supply cash for this and for other costs, and give to AH. DM
5. **Nick's schedule.**
Nick will prepare facilitator ('table host') prompt headings. NC
More hosts needed – AH to circulate the list of attendees to see who can be coerced, and AH/all
can anyone else recruit? (James Tomkinson and Mike Edmunds have now agreed to do it.)
It was thought that 6.30 would be a better time for the host briefing.
6. **Setting up.** NC, DM, JG, GR – need more table movers – Jo said he would recruit some people. Vale Room 12.30. GR to get floor plan from Comedy Store. GR
2.00-3.00 – set up main room, re-do Vale Room after the afternoon session is finished.
7. **Everything to be tidied up at the end.**
8. **Display boards.**
It was generally felt that the text needed to be broken up, with bullet points. Otherwise great.
9. **Next steps:** report on event in Bulletin, on the website and Facebook.