<div align="center">**NP Meeting**
28.9.16</div>

Present: GRD RT OL SC DD

Apologies: IP

1. Feedback on themes

Analysis from each area had been completed and we discussed format. It was agreed that information from the Youth questionnaire would be subsumed within each area although highlighted as age-related data. This will be returned to after the Open Day.

2. Open Day

∗ Each to contact previous team members to be helpers on the day
∗ 2 laptops to be available in the Webb Room (OL and DD)
∗ 5 areas for the 5 themes plus a General Comment/Important Views board
∗ Each table and display to have a set of post-its (different colours denoting the different themes)
∗ Refreshments and bar open
∗ Copies of the questionnaires to be available (OL)
∗ Flip chart at entrance explaining what is there and how the public can engage

For the next meeting:

∗ Each theme leader to prepare bullet points for display so we can discuss these
∗ **In advance** please forward to DD details of the type of graphics eg graphs you need for your display and where he can obtain the data ie the question number for reference
∗ Take extra photos of relevant sites etc to accompany your theme
∗ Poster to be devised. (SC)
∗ Article for magazine and website. (GRD)

Date and time of next meeting: Wed. Oct 12th **at The Bishop's View** (no available rooms at the Community Centre)

Agenda:

1. Review views. (Can OL distribute these so we can use several laptops)
2. Standardise displays
3. Agree publicity
4.