

## TNHP NOTES 21.6.18

### Present

Cllr S Russell  
Jamie Evans  
Stuart Todd  
Tracey Higgs

### Apologies

Ed Chorlton  
Keith Underhill  
Clive Wetten  
Roger Smith  
Cllr J Orme  
Cllr J Green  
Neil Howell

### 1 Meeting Notes last meeting

Notes presented and agreed.

### 2 Community Engagement Plan & Communications Strategy

JE presented the completed documents and discussion took place around the date of the launch event. The consensus being that mid-October is realistic and achievable.

Venues – Pavilions, Richard Newton Hall, Bitton House, Kingsway Meadow Centre.

Discussion took place about the need for volunteers to assist with the launch event as well as consultation events. At the next meeting, all in attendance are to help with the recruitment of volunteers.

Branding - suggested that a photo of Teignmouth used and then font format. To be brought back to next meeting for approval by the team.

Launch event material – to be considered, costs established, and monies attributed from budget. Template information boards to be considered at next meeting, NHP steering group to agree template information.

Sign off the two documents (Comms engagement and Comms strat) to be agreed at the next meeting.

A list of local clubs, organisations to be supplied.

### 3 Written Evidence Base Report

To be signed off at the next meeting.

Strategic evidence report to be disseminated, read and commented on, fed back in readiness for the next meeting.

**4 AOB**

Cllr Russell suggested Clerks office seeking a temp to assist with the consultation/launch event workload. Engaging a student was deemed a way forward. JE offered to send an introductory e-mail to a colleague at the University.

Contact Cllr Orme – check availability with regards Communications lead.

Agreed

### Tasks arising from 14.6.18

<b>Task</b>	<b>By Who</b>	<b>By When</b>	<b>Complete</b>
List of local clubs and organisations	Clerks office	9/7/18	AW – extensive list of local organisation.
Strategic evidence report to be disseminated	TH	ASAP	Complete
Strategic based evidence report – review – read the document and send any comments, etc to TH	All	4/7/18	Complete
Noticeboard templates – ST to send	ST	18.5.18	Complete
Photos for branding	Clerks office	4/7/18	Complete
Student - send contact details	JE	ASAP	Complete – introductory e-mail sent to Exeter Uni
Comments are suggested additions to comms (engagement and strat)	All	4/7/18	
Contact venues for launch event and check availability	Clerks office	9/7/18	Pavilions contacted 27/6/18
FAQ's - send out.	Clerks office		Check