



Oundle Town Council

The Courthouse • Mill Road • Oundle • Peterborough • PE8 4BW

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Communications Working Party

Notes from the meeting held at 7.30pm on Monday 16th March 2015 at the Courthouse

1. **Apologies for Absence:** Cllr Clarke (Business) and Cllr Menck (Personal)
2. **Present:** Cllrs Murphy, Radcliffe, N Oakes, S Oakes and Cllrs Fitzgerald and Stagg by invitation.

3. To Approve and Sign Minutes and Actions from the Previous Meeting held on Monday 16th February

Proposed: Cllr N Oakes **Seconded:** Cllr S Oakes **Resolved Unanimously**

4. Updates on Communications Working Plan:

a. **Fletton House:** After much discussion the following names were decided: Hospitality Area – **The Hub**, Dance Area – **The Studio**, Large Main Room/Chambers – **The Oundle Suite**. Other rooms to be called, Ashton, Cotterstock, Glapthorn, Benefield and Barnwell.

FHWP to confirm the date in June when we will host a small event, inviting the Parish Chairmen to view the rooms and to draw a name out of a hat for each of the five remaining rooms.

b. **Official Opening Ceremony in 2016**

Letter observing protocol, to secure an official visit in 2016 has been drafted by the Town Clerk and Cllr Radcliffe and will be sent to the Lord Lieutenant's Office. **GR/DH**

A weekend opening date at the beginning of September to be arranged for users of Fletton House and the public, with demonstrations taking place and as a marketing exercise.

An opening day date to be arranged by FHWP/Office possibly in July with formal reception for NCC, District and County Councillors, Official Visitors and Neighbours to showcase the building and as a marketing exercise.

c. **Oracle**

The Oracle has been completed and now on display. The next edition to be distributed by 26th June and to include the annual reports submitted after the Annual Town Meeting plus photographs from the Women's Tour. Cllr Stagg to ensure the photographers are aware of the copy deadline date 22nd June (photographs only). **TS**

d. Neighbourhood Plan – Feedback Event

Displays produced looked good and Cllr Stagg thanked everybody for all their hard work. A disappointing turnout of town residents. A draft plan is now to be drawn up for public consultation and a date to be set.

e. Election Countdown Actions

Recruitment Event at The Courthouse on 17th March 2015 2-3pm and 6-7pm has been organised. Rota complete and Cllr Radcliffe has produced a power point demonstration for attendees. All booklets, posters, events, website, election timetables and nomination papers for show completed by Trish. Cllr Murphy arranged for posters to be displayed around the town and thanked Trish for her contribution to the event.

f. Annual Town Meeting 2015

All advertising complete on ENB's and Websites and Accounts requested by Trish. Deadline of 11 April 2015 for submission of questions from the public. Format of meeting discussed as follows: Mayor to report on Council activity over the last 12 months with response to any questions asked referred to Councillors. Short presentation on the Neighbourhood Plan, Inspector Julie Meads to give short talk on PCO's and Community Speed Watch and Mark Taitt, PWS Head on development plans. Update from Cllr Stagg regarding the forthcoming Friends Life Women's Cycle Tour. District and County Councillors to be invited and to respond to any questions on matters concerning the Town. Local Highways Officer and other invitations to be sent ASAP. GR/TB

An ATM A5 flyer to be produced similar to last year incorporating the Agenda. NO

Distribution to be completed to all households' weekend 25 and 26 April 2015. TB

Agenda to be composed by Cllrs Radcliffe and Stagg and the Town Clerk and to include the item 'Seek evidence for the Community Right to bid on the NCC Field and any pre-submitted questions. GR/TS/DH

5. Update on Twinning

Cllr S Oakes has informed our Twinning Towns of the forthcoming November Sausage Festival and will liaise with the Events Officer for further updates. SO/PP

6. Any Other Business

Street Naming on Ashton Road/Herne Road Development Sites. Proposed Croxton Close after previous landowner and Old School Avenue to be retained the developers agreed to replace any trees affected by Knot Weed. Any new suggestions to be submitted by 20 March 2015. TB

Next Meeting to be held on Monday 20 April 2015 at 7.30pm in Chambers.

The meeting closed at 8.55pm. (Please note all Action Points in Red)