

**Blandford + Steering Group Meeting**  
**Monday 2<sup>nd</sup> July 2018 at 10.00am**  
**The Council Chamber (BFTC)**

**TO DO LIST!**

**ACTIONS:**

**Sally** to ask if OH can produce map images of each settlement boundary option to display as slide show.

**Sally** to ask Ed for A2 copies of maps.

**Sara** to ask Ed about business contacts.

**Sara** to produce slide show for Consultation + supporting explanatory Docs.

**Roger** to email Ed for new link to Carter Jonas

**Doc** to add in list of IOWAs that are not included in the current Green Spaces Study

**Sara** to contact Kevin Morris re settings policy and Conservation Appraisal Report for Crown Meadows.

**FINAL CONSULTATION MATERIALS:**

**ALL** to use style guides for final reports and headlines (wherever possible)

**ALL** to send Sally (**by 9am Monday morning please**) .....

- Final versions of reports/studies
- Final versions of change logs
- Questions that need be asked in the consultation (for the on-line survey & comments slip)
- Print ready 'Headlines' for the display boards
- Print ready Handouts / Additional info (if you think it is required)

+ Clear instructions for each on how many to print + size etc.

**FILE NAMING CONVENTION**

For consistency, please use the naming convention below for anything you send:

**[Title] [Date] [FINAL]** – and where there is a previous version saved on the B+ website, please use the same title

e.g. Design in Bryanston 2 July 2018 FINAL.doc or Local Green Spaces Study 6 July 2018 FINAL.doc

**FLYER DISTRIBUTION (Households):**

Blandford Forum and Blandford St Mary Households – to be distributed with BVM on 6<sup>th</sup> July

Bryanston Households – Carol to collect from BFTC office on Wed 4<sup>th</sup> (pm). Carol & Bobbie to distribute.

**FLYER DISTRIBUTION (Local Businesses):**

- **Sara** to do Sunrise Business Park, Blandford Heights
- **Bobbie** to do the Brewery
- **Doc** to do any other businesses in BSM

- **Sally** to email BFTC Councillors asking for volunteers

**EMAILING KEY STAKEHOLDERS:**

**Sally** to send out current distribution lists for steering group to review. Sally to update.

**Sally** to request updated list (Schedule 1) from Ed Gerry

**CREATING CONSULTATION DISPLAY BOARDS:**

**Sara, Bobbie, Doc, Sally** to meet at 10am on Thursday 12<sup>th</sup> on the Corn Exchange stage to design the boards

**Sally** to check if sticky back Velcro can be used on the boards and order.

**Sally** to print versions of B+NP1 for reference.