

# SNDP WG Meeting by Zoom

## 30/06/21

### Agenda

1. Apologies- Richard Hovey
  2. Minutes - nothing from previous meeting as a short discussion prior to REG14 launch
  3. Email Access - all group members have access to SNDPrepy. Do we require Folders in the Inbox to categorise the replies? JM feels we should start the report now, on the two generic replies we have had so far - this could be based on whether their response was influenced by the changes made. Need a spreadsheet constructing to properly record the questions and response, to include all the details of the respondent. JM will distribute the last one used for reference. Lucy will be called upon to comment on the Report
  4. Requirements for Mike Wellings - needs for the "Open Evening"
    - A. Arrangements for sanitising chairs/tables/hands etc
    - B. 5 desks, 1 for controlling entry to Hall and 4 for WG & attendees, plus 8-10 chairs
    - C. Flip Chart and pens.
    - D. Board to display A3 Tracked Policy changes
    - E. A3 copies of Tracked Policy Changes - JM to supply to Mike W
    - F. 4x Copies of Plan + 4x Schedule of Changes
    - G. Tea and Coffee FaceTimes for us + access to toilets
- JM has put Consultation Statement on Dropbox & email.
- 13.00 06/07/21 deadline for attendance requests - amend website/FB PS to monitor requests and compile Time Slot spreadsheet. Sign in Sheet for Door - details required time slot/name/organisation/email address/reason for attending.
- Richard needs to attend.
5. Next Meeting by Zoom Thursday 08/07/21 - Lucy to attend - if available

Meeting closed 20:30