

# MINUTES FROM THE FcM NEIGHBOURHOOD PLAN

## STEERING GROUP MEETING – 27 Sept 2017 7.30-9.30pm

### Present:

Rob Lancaster – in the chair

Jacqui Holtam

Hilary Gibbins – Secretary

Deborah Pallister

Sarah Angell

Jo Stevenson

Gaynor Dunmall

Ian Terry

### 1. Apologies were received from:

Eddy Harrington, Alan Simm, Robert Hammond

### 2. Review of Minutes of last meeting held on 5<sup>th</sup> September 2017

The minutes were accepted as a correct record.

### 3. Briefing Document – To provide a simple to understand document which can be circulated to all residents

The draft document provided by Rob was discussed and a few changes were made. It will form the basis of a leaflet going out to all residents after the next SG meeting with dates of future meetings including the first open meeting are agreed.

### 4. Terms of Reference – Organisational arrangements, roles and responsibilities

The draft document was reviewed and agreed with several changes which had the effect of making the document simpler and less wordy. It was agreed that the steering group needs a means of putting information online, preferably on Facebook and the Parish Council website and we need to identify someone either on or to join the SG who could take on this role.

### 5. Engagement Process incorporating a Communication Plan

Sarah Angell guided the steering group through the engagement process, firstly by looking at the different groups the Steering Group would need to engage with such as children and teenagers, the elderly and young adults all of whom may be 'hard to hear'. Other specific groups include (in no particular order) Bramley Pips, pub-users, WI, Sports and Gala Association, F4RN, the church, farmers, and various clubs and societies such as the Local History Society. Some of these groups, such as young adults and teenagers, could be reached by social media. Places to engage could include the school bus stop, the shop/post office and hairdressers, the railway station and the pubs. Other possibilities include holding a social event.

How will we know that we have reached all of these groups? One way is feedback, completed questionnaires/surveys including online. Rob will incorporate a draft engagement plan within the overall delivery plan following further advice from James Green (openPlan) for consideration at the next SG meeting.

The next important step is a leaflet to publicise the Plan to local residents and possibly a social event of some kind, such as a children's Christmas Party, together with publicity on social media and the website, and an emailing list and database. Could Sarah, Jo and Jacqui agreed to bring some thoughts to the next meeting?

**6. General Delivery Plan – overview of process with initial timeline**

Rob Lancaster distributed a short document provided by Open Plan which outlined the steps necessary in formulating the planning and bringing it to completion. Ian Terry agreed to find a questionnaire from a similar community which we could use as a basis for ours.

**7. Summary of meeting and agenda for next meeting**

People generally felt positive about the progress so far and it was recognised that this would increase once community engagement was really underway. It was also felt that the Plan is a chance to bring people together. Agenda items will include review of timelines, contents of leaflet, questionnaire, Updated delivery and engagement plan and planning for the practical engagement of all groups within the community including the first open meeting.

**8. Dates of future meetings.**

The next meeting will be 1<sup>st</sup> November at 7.30pm.