

MINUTES FROM THE FcM NEIGHBOURHOOD PLAN

STEERING GROUP MEETING – 22 November 2017 7.30-9.30pm

Present:

Rob Lancaster – in the chair

Sarah Angell

Hilary Gibbins – Secretary

Jacqui Holtam

Rob Limbrey

Deborah Pallister

Jo Stephenson

1. Apologies were received from:

Ian Terry, Catherine Staite, Gaynor Dunmall and Eddy Harrington.

2. Review of Minutes of last meeting held on 1stth November 2017

It was noted that the dates of the two forthcoming events were amended from those discussed at the last meeting and the action plan had also been updated. The minutes were accepted as a correct record.

3. IT/Communication

Rob Limbrey explained that there would be four strands to our IT and Communication strategy. Firstly, setting up a facebook page, which has already been done, by Sarah Angell, as a trial. Secondly, to set up a subsection of the village website. Thirdly, setting up a portal to publish information to the residents. Lastly, to set up a 'share' or drop box which would enable documents to be shared and amended. This last aspect could be set up quite quickly and may even be in place by this coming weekend. It was pointed out that when it comes to sharing information obtained from residents we might have to consider data protection issues. Rob confirmed that the Drop box/share would be accessed by invite but the facebook page and website would be available to the public in general. It was suggested that survey monkey might be a useful tool, particularly to reach younger residents.

Action:

Rob Limbrey to progress the IT strands and Rob Lancaster will arrange for RLi to access the FCM Web site

4. Christmas Events & Publicity

Jacqui Holtam confirmed that the light switch on would take place on the village green on 9th December and the lantern walk on 28th December. Arrangements for both events are well in hand and the aim of both events, as far as the SG was concerned, was to raise the profile of the NP with the hope that more people would get involved. It was confirmed that an A4 flyer regarding the two social events, with information regarding the plan on the reverse, would go out with the Tatler around the end of the month. Jacqui confirmed that she had secured a small brass band for the Light Switch on event and it was agreed to purchase mulled wine, mince pie and hot dogs. It was

also agreed to purchase fluorescent light sticks for the children and Jacqui confirmed that Andrew Muter had agreed to act as Santa. Residents would pay a small charge for the refreshments and to visit Santa. Jacqui had sourced various lights, including a three-coloured set for £50. Weather-proof extension leads were also needed and some way of securing lights. Hilary Gibbins agreed to speak to the clerk at Lowdham about any security measures in place for their lights. It was agreed that Jacqui would go ahead and purchase the lights and other pieces of equipment including fixings, cables etc. £150 for the lights. Jacqui also confirmed that she has arranged Rob Smith to set up the electrics and the WI have agreed to help serve the wine and food. It should be noted that County Councillor Sue Saddington has donated £200 towards lights and the event from her Community fund.

Action:

Hilary to contact Lowdham clerk regarding their approach to the lights

Jacqui, Jo and Sarah to finalise plans for these two events including the purchase of lights and other equipment to run them safely and securely.

Jacqui to send through estimates regarding the cost of these events

5. Questionnaire

Ian Terry, who was working on the questionnaire, was unable to attend the meeting but Rob had asked him to email it through so it can be used at the first two events.

Action:

Terry to send final draft of questionnaire to all members of SG

6. Budget

Rob explained that the SG needs a Treasurer which is a simple straightforward job and would be enable the group to manage the finance and ensure that there is sufficient funds to pay for the support from Open Plan and to finance the creative events which will engage the villagers. Deborah Pallister agreed to take on this role. Rob will get James to confirm what he is and has spent and then we can work out a budget and keep control of the finances.

Action:

Rob Lancaster to send through financial information to Deborah

7. Dates of future meetings/events.

Sarah suggested a treasure hunt in late January as a possible future event which would bring people together and give us another opportunity to engage with a different group of residents to those attending the light switch on.

The next event would then be the profiling meeting/walk-around – starting hopefully using the Captains Table at the Bromley to try and involve more Fiskerton residents, and the 28th January was

suggested for this event. There would also be a Fashion Show in April and open meeting in May. Other events will be scheduled at later stages of the plan. It was agreed that it would be good to hold events which involve all sections of the community possibly culminating in a summer fair at the beginning of September/end of August.

Action:

Sarah to approach the Bromley to use the Captain's table on Saturday 28 January for the Profiling event.

Rob to contact contacts in Fiskerton who are interested in organising a summer fayre on the village green

The next meeting will be Wednesday 24th January 2018 7.30pm at the Morton Church Hall