

## MINUTES FROM THE FcM NEIGHBOURHOOD PLAN

### STEERING GROUP – 24 JANUARY 2018 7.30-9pm

#### Present:

Rob Lancaster – in the chair	Sarah Angell
Hilary Gibbins – secretary	Lindsay Brooke
Alison Holloway	Jacqui Holtam
Deborah Pallister	Jo Stephenson
Ian Terry	

And Steve Kemp and Simone Landucci from OpenPlan

#### 1. Apologies were received from:

There were no apologies

#### 2. Review of the minutes of the last meeting held on 22 November 2017

The minutes of the last meeting were agreed as a true record.

#### 3. Report on the two Christmas events and future events

JH reported that despite the cold weather the two events were very successful. About 150 people across a broad range of ages attended the light switch-on with parish councillors on hand to talk about the NP. The lantern walk attracted at least 30 despite the icy weather. JH thanked the Full Moon for their hospitality. JS reported that children were invited to draw an illustration to depict their village, which has also gone well, and several drawings will be incorporated into one design for a logo. It was agreed that there was a definite improvement in the number of Christmas lights around the villages although it was a little disappointing that nobody in Morton actually entered the competition. It was felt that the events helped to raise the profile of the NP.

The next community event will be a fashion show which will be on 30<sup>th</sup> April at the Arthur Radford Hall starting at 7.30pm and run by a company who sell 'ends of lines'. All the NPSG need to do is decided how much to charge for tickets and to arrange refreshments. It was agreed that this would provide an ideal opportunity to engage with a different group of residents.

AH and LB said that they were disappointed that there wasn't a summer fayre last year and together have decided to try encourage the organisation of another one. Their main aim of coming to the meeting was to gauge interest. They have already spoken to a number of people in Fiskerton and feel that the support among residents is there, especially among newer arrivals, some of whom have experience of running similar events in their previous village. JH reported that the previous fayre became a large undertaking and had too few people helping to organise it. As a result expectations are now quite high and a smaller event on the village green might be a better idea. It was felt that there are several local people who would be happy to help and if it was kept fairly low-key then it might be possible to have an event at the end of the coming summer.

**RL suggested that way forward would be for LB and AH to draw up a proposal and bring it to the next meeting.**

#### **4. Questionnaire**

IT reported that it had been a disappointing response with only one written reply but there could be others which have been completed online. It was felt that this could have been because it was a busy time of year and people still might not fully understand what a NP is about and appreciate its significance.

Leafletting houses could be a solution. An online link might also help, or could use survey monkey which Open Plan could set up for us and then leaflet each house.

It was shown that the questionnaire has been added to the Fiskerton-cum-Morton village website.

**SL agreed to produce a survey monkey version with a QR code for future use**

#### **5. Creating a neighbourhood profile and future stages**

SL of OpenPlan explained what a Neighbourhood profile is – it tries to capture what the important features of a place are, why are they valuable, what is important etc., key community assets and to understand how people use and experience the area.

Preparing a neighbourhood profile is a community building exercise and should help create ownership of the plan by the community. This is particularly important where we have two essentially separate villages.

It produces evidence and criteria for a number of NP policies such as ‘design and character policy, ‘local green space policy’ historic heritage policy etc. and also identifies community aspirations for the area. He added that the NP can only deal with planning and development, it can’t promise facilities such as new footpaths.

It was suggested that the two villages should have separate character areas and, in Fiskerton’s case, maybe more than one. SL pointed out how the conservation area in Fiskerton seemed to be unusual because it contained many very modern houses and did not appear logical.

When defining the neighbourhoods, the factors that should be considered are age, land use, layout, natural features, open spaces and recreation, services and facilities and landmarks, which should be decided by a walkabout by the steering group.

At this point there would be a community event, possibly one for each village with the idea being that the community would record everything on an ‘overview table’ initially with maps and then with a walkabout to add the detail. It would be a good idea to ask people to put pins on the map on what they value in terms of open spaces, natural features, assets etc. On the walkabout those taking part would record photos and greater detail in each character area. Each ‘character area’ would complete a ‘walkabout survey table’ which would be very detailed – why are certain things important, features of buildings etc. trying to get an overview of architectural styles. Open Plan have various tools to help with this process.

Once all the tables have been completed and information gathered it would need to be digitised and sent to Open Plan who would then produce an assessment, a Neighbourhoods Profile Report, and prepare key NP policies which would contain criteria taken directly from the tables. This will inform the final NP. Then it comes back to the Steering Group who consult with the community. This will run in parallel to the consultation on the NP.

Open Plan agreed to supply a list of the material needed. It was suggested that some documents could be laminated so that they could be re-used and to save on printing. It was agreed that it would be a good idea to have some kind of portable display board and

**SA agreed to find out how much a banner would be.**

**SL agreed to send through details of the materials required to run the community event to create the neighbourhood profile**

## 6. IT Communications

SA told the meeting that she had set up a facebook page for the NP, and told as many people in the village as possible but there was still only 10 people who have joined compared to a much larger number who 'liked' the event on the original FB page run by two residents

With regard to Drop Box RL confirmed that he had added lots of documents to it recently.

**RL agreed to clarify future use of village IT with residents who run the original FB page for NP purposes. Also to seek advice from Rob Limbrey regarding how Apple computers can safely access Drop Box.**

**IT agreed to arrange to have a NP flyer put up in the shop**

## 7. Budget

SK of open Plan reported that the funding we currently have has to be spent by the end of February. We cannot complete this process by then.

**SK agreed to check whether any bid had been made to 'Locality' and whether any more funding can be sought.**

**RL agreed to check the position with the clerk to the parish council.**

It was noted that some small adjustments need to be made to the budget document shown at the meeting, such as taking out the Christmas lights because they are owned by the PC.

**RL agreed to ask the clerk and DP to communicate to ensure that all expenditure is notified to DP**

## 8. Chairing of this group

RL explained that he didn't think it appropriate to be chair the parish council and the NPSG. No one came forward to take on the role but JH agreed to be Vice Chairman.

**9. Date of future meetings.**

**Wednesday 28th February 2018 7.30pm at Morton Church Hall**

**10. Agenda to date**

- **Update on finances and the grant situation**
- **Refreshing the communication strategy**
- **Planning the neighbourhood profile community event**