

Frodsham Neighbourhood Plan Steering Group Meeting

Friday 16th December 2016 at 2.30pm Castle Park House

Attendees:

Peter Vickery, Chair, Resident

Liam Jones, FTC

Caroline Ashton, FTC

Mark Warren, Resident

Alex Villiers, Resident

Gill Hesketh, Support and Admin, Resident

Apologies from Liam Jones, Adam Wordsworth

The minutes of the last meeting were accepted and actions reviewed.

The outcomes of actions were:

GH contacted website developer, who responded by email requiring information to populate the website

10 questions for the questionnaire received

Some photos received, it was suggested we could use photos from Facebook for our site

Facebook & Twitter links not yet actioned

Accessing maps via FTC not yet actioned

Library of documents is growing, and some will be put on website.

Populating the Website:

The meeting discussed the website developers email response and agreed that providing text for the website was a priority. The website was reviewed and some changes to tabs and headings agreed. Appropriate text was drafted; once agreed the text will be sent to the website developer for immediate uploading. Once the changes were made, the meeting agreed to pay the developers invoice.

Presentation to FTC:

FTC had requested a presentation on the progress of the Plan for their next meeting on 23rd January 2017 at 6.30pm. A discussion took place about the content of the presentation, an outline was suggested:

The purpose of the Plan – what it can and can't influence, and how it's evidenced

The statutory process we have to adhere to

What we have done so far, including the website, commissioning employer & landowner surveys

Public event 11th February 2017

PV will draft a presentation. CA suggested we request the webcam be turned on at 6.30 so the presentation is included in the subsequent webcast of the FTC meeting.

Survey results to date:

There have been 32 responses to the survey so far, PV had collated the results which provided interesting reading, several themes seemed to be emerging. MW offered to rejig his 10 questions to reflect the emerging themes. Discussion took place about how to increase responses, two suggestions were made, to ask FTC members to complete the survey, and ask all local junior schools to visit the website and do the survey. The wording of the email was agreed, and MW will contact manor house school, AV will contact St Lukes, CA will contact Overton and LJ will contact Weaver Vale, before the end of term. The email will be personalised to the head teacher, and includes a request for the schools to include the Plan website address to their next newsletter to parents.

Forward programme:

PV tabled the revised schedule of activities need to complete the Plan. He expressed concern about how much is to be done and highlighted that there is a need to delegate specific tasks to volunteers. Suggestions were made, for example getting the history society to write some background for the final plan, but the meeting felt that specific tasks would emerge as the process continued and should be discussed and allocated as they arose.

AOB:

None

Action from this meeting:

ACTION	OUTCOME
GH to draft text and note changes to website & send to developer	Text sent to SG for review 18/12
GH to issue text for email to schools to relevant people	Sent 17/12
Suitable photos from Facebook to be sent to Jack for inclusion in the website	

PV to draft presentation for FTC	
LJ to link site with Twitter & Facebook	completed
LJ to find out more about 3D mapping	
PV & GH to find out about accessing maps via FTC	
GH to collate a library of relevant documents	Ongoing. Note; all links to relevant documents to be included on the website in due course.

The meeting closed at 4.30pm.

Next meeting

6th January 2017 2.30pm Castle Park House

Following meetings:

20th January 2017

3rd February 2017

17th February 2017

Note: Public event 11th February 2017