

Frodsham Neighbourhood Plan Steering Group Meeting

Friday 27th January 2017 at 2.30pm Castle Park House

Attendees:

Peter Vickery, Chair, Resident

Liam Jones, Resident, FTC

Mark Warren, Resident

Caroline Ashton, Resident, FTC

Gill Hesketh, Support and Admin, Resident

Apologies: Alex Villiers, Adam Wordsworth

The minutes of the last meeting were accepted. The outcomes of actions were:

Richard Thresh emailed

Helsby School students will present between 10.00 am and 11.30am, there will be 6-8 students

Layouts for event updated

Website training

Training on how to update the website has been agreed for 3rd February at 6pm after our FNP meeting. The Facebook page has been updated, the meeting noted their thanks to Liz Kenny for her help.

Promoting the public event 11th February 2017

Drafts of content for the public meeting were discussed and amended. PV offered some additional questions relating to housing that could be asked at the event. The meeting agreed a short exit questionnaire would be used.

Other issues in relation to promoting the public event were agreed:

The mayor, deputy mayor and junior mayors should be formally invited to the event, also an invite to all councillors should be sent.

Twitter and Facebook should be used to promote the event, particularly a couple of days before.

GH to order 100 cotton totes with FNP logo and "I'm buzzing about Frodsham Neighbourhood Plan" on it as promotion items.

The original banner has been found, GH to arrange to have the website address added

The projector & screen should be set up in the Parish Hall, and Helsby High have asked for a display board.

The wider steering group should be emailed to ask for volunteers to provide tea & coffee, wash up, meet and greet, do admin and take photos of the event.

It was agreed the next meeting would be on 3rd February at 5pm to precede the website training at 6pm, at Castle Park House

The following meeting on Friday 10th February will be at 2pm at the Parish Hall

AOB:

none

Action from this meeting:

ACTION	OUTCOME
GH to purchase cotton promotion bags printed with suitable logo	Ordered 30/1/17
PV to formally invite the mayor, deputy and junior mayors to the event	
GH to email SDG to ask for volunteers for 11 th Feb	Email sent 30/1/17
CA to purchase water, tea coffee & orange juice from Costco for the event	underway
PV to contact Kath Gee to see if there are any audio archives or "sounds of Frodsham"	

The meeting closed at 4.30pm.

Following meetings:

3rd February 2017 NOTE: 5pm Castle Park House

10th February 2017 –NOTE; 2pm at Parish Hall

17th February 2017