

## **Ickleford Neighbourhood Plan Steering Group Committee Meeting**

8pm Monday 24th September - Ickleford Village Hall, Small Room

**Attendees:** Mike Jones, James Tizzard, Louise Peace, Ray Blake, Ruth Bryer  
Plus two members of the public

**Apologies:** Sarah Wales, Zoe Hyde, Bruce Parker, James Carlyle, Mike Willoughby

### **Update**

- Consultation was put on hold over the summer while the Terms of Reference and Code of Conduct were drafted and agreed by the Parish Council (PC). The PC agreed the documents at their meeting 6.9.18. We are now covered by their insurance, able to run our funds through them and able to continue our work.
- The PC felt the name 'Ickleford Neighbourhood Plan' was more inclusive than 'Ickleford Village Neighbourhood Plan'. James T, Ruth and Louise agreed to this change.

### **Flyer**

- Decided to push on with flyer distribution, despite uncertainty over when Local Plan details would emerge. Local Plan publicity may encourage involvement with the Neighbourhood Plan (NP). It will be important to differentiate between the two, and explain that this plan cannot contradict the Local Plan.
- Mike Jones has updated the flyer with the new name. No other changes noted. Final check to be done before sending for printing **[Ruth]**
- Facebook address also needs to be confirmed **[Mike J]**
- Flyers for ~860 households needed, plus others for groups and events, and to leave at shop and church.
- Agreed 1500 flyers needed costing **[Louise]**
- A3 posters to put up around the village would also be good **[Louise to also cost these]**
- Louise to co-ordinate leaflet delivery. Danielle has information on streets and houses **[Louise]**
- Several of those present offered to deliver to their local streets, Mike W also knows people happy to help out **[Ruth to send details to Louise]**
- Aim to deliver in week commencing 21st Oct, or earlier if ready.

### **Website**

- Website needed for when leaflets go out. This could be very basic at this stage.
- Suggest include: NP summary, feedback form, links to PC privacy policy, links to other NPs.
- Colin Kendall has made a start on this. We need to send him graphics and content **[Ruth and Mike J to liaise and send copy]**

## Facebook

- Facebook page also needed. Mike J happy to set up page for open group. Ray Blake agreed to be back up administrator **[Mike J, Ray]**
- Facebook is less popular with under 25 year olds so may wish to consider other platforms, such as Twitter and Instagram. Current focus is, however, on getting the leaflet out.

## Other matters

- Logo competition. Would be good to run this through the school, although using the St Katharine's Wheel is an alternative/additional option. Need to talk to Mrs Dury about our work and possible school involvement **[Ruth]**
- Project Plan. This is mentioned in the Terms of Reference. It would include milestones and could consider grant application timeframes **[James T]**
- Feedback on a speaker involved with the Harpenden NP suggests this would be a good plan to look at, and perhaps learn from the team.
- Village hall booking for possible event on Sunday 21st Oct now considered too close. The flyer drop is the current priority. An event before Christmas may be valuable, perhaps associated with another local event **[Ruth to cancel booking]**
- Louise asked for details of costs. Meeting room hire was £19. James to send details of email and website costs **[James and Louise]**
- A hosted email account rather than the current forwarding one likely to be better. James T to look into and send details. Effect on using the email footer will need considering **[James T]**
- Minutes and/or update, plus latest version of flyer, to be shared with Ray and Danielle ahead of PC meeting next Thurs (4th Oct) **[Ruth]**