Ickleford Neighbourhood Plan Steering Group Committee Meeting
8pm Wednesday 24th October - Ickleford Village Hall, Small Room

Attendees: James Tizzard, Ruth Bryer, James Carlyle

Apologies: Sarah Wales, Zoe Hyde, Bruce Parker, Mike Willoughby, Mike Jones, Louise Peace, Ray Blake

Flyer distribution
• Louise has organised the leaflet drop, with people assigned to deliver to all addresses in the Parish. They are due to go out 25th-28th October.

Website/Facebook publicity
• The website is live and ready. Many thanks to Colin Kendall for all his work on this.
• Facebook posts are needed to tie in with leaflet drop. Moderation of posts may be wise. Call to action to be created and shared by committee members across other Ickleford sites to coincide with leaflet drop *[James T]*
• Posters to be placed on noticeboards, shop, church, pubs, Sports and Recreation Club *[Ruth]*
• Village News list email *[Ruth]*
• ParentMail email with flyer to go out after half term *[Ruth]*
• Other types of social media should be considered to reach a wider range of people
• An article in St Katharine's Wheel would be good. It was suggested Mike W and/or Bruce, may be able to provide some interesting local insight *[Ruth to discuss with them]*

Halloween on the Green
• The Pre-School are happy for us to have a stand at their fundraiser on Monday 29th October 11am-1pm on the village green.
• Any committee members able to help out please contact Ruth
• Ruth has suggested to Pre-School that we help host some of their activities, this frees them up and should bring us footfall.

Engagement next steps
• Need to identify stakeholders and groups, and talk to them
• Organisations listed on the Parish Council website is a good starting point. North Herts Planning Department should be able to help us identify others. The Locality Community Engagement old Worksheet 4 also outlines types of stakeholder *[James C to set up spreadsheet with details of known organisations, with fields to record engagement activities]*
• The church Christmas Fair, would be a good place to have a presence
• Other events/ideas to be considered *[All]*

Project Plan
• James T has made a start on this, using the Locality template. A possible timeframe was discussed. **[James to develop and bring to next meeting]**

Emails and task management

• The free Namesco Webmail emails, which come with our website package, appear to be practical, secure, and the best option for managing the ideas@icklefordnp.com email address. *[James T to set up]*

• We agreed to use Box to provide secure online storage of documents and engagement feedback. This system can also be used to assign tasks. *[James T to set up]*

Finance

• Louise had sent a financial update. Domain registration, website hosting, printing and meeting room hire have been paid from our funds. Our current balance is £67.55. Meeting room hire will reduce this over the coming months. We will need Locality funding soon. The need for a minimum grant of £1000, to be spent in the current financial year, may require funding to start up next financial year.*[Louise to discuss options for timing of grant application and spending with Locality]*

Date of next meeting

• ~~Monday 19th November, 8pm, small room, Ickleford Village Hall~~

[Revised meeting date: Wednesday 21st November, 8pm, small room, Ickleford Village Hall]