

KINNF Steering Group Minutes
4th September 2019
Gardener's Rest



Steering Group Officers present:

Andy Cook (Chair)
 Ben McGarry (KINCA)
 Daniel Gordon (Secretary)
 Matt Pinder (Social Media)
 Gavin Martin (Business Working Group lead)
 Rob McMenemy (Arts/Culture Working Group lead)

Other KINNF Members present:

Josh Jepson (Kelham Island Tavern / Blue Bee)
 Freddie (the dog - Cockapoo)

Apologies from Members:

Chris McKinney (Deputy Chair)
 Adam Bayliss (Green Working Group lead)
 Amy Lockwood (Treasurer)
 Anders Hanson (Transport Working Group lead)

Minutes and Actions

Meeting called to order at 7.30pm by Andy Cook.

Agenda Item	Minutes	Actions
1. Introductions	Members introduced themselves	
2. Approval of previous minutes	Minutes approved	
3. Initial Consultation arrangements	1) Thursday 3 rd October – venue TBC – Housing (led by Chris) 2) Wednesday 9 th October – venue TBC – Transport (led by Anders) 3) Thursday 17 th October – venue TBC – Arts and Culture (led by Rob) 4) Wednesday 23 rd October – venue TBC – Green Kelham (led by Adam) 5) Wednesday 30 th October (5-7pm) – Business group (led by Gavin) Kelham Island Tavern (TBC – Kelhamislandtavern@hotmail.com - Josh) There was further discussion around the need to make the engagement family friendly and it was suggested	<i>AC confirm w/Adam 23-24 October</i> <i>AC confirm 30 October with Kelham Island Tavern as venue</i> <i>AC to finalise dates etc. and ask for staffing across all areas</i>

	<p>that a Saturday mid-morning event / mid-afternoon event joining onto another main event may widen the consultation.</p> <p>Promotional material:</p> <ol style="list-style-type: none"> 1. Advertising all sessions (KINCA, KINNF, website) 2. Presentations (two parts: one around what is NP about and second around specific aspects) 3. Banners (promotional material) 4. Need a weather proof box to contain everything <p>Promotional strategy:</p> <ol style="list-style-type: none"> 1. Flyers to go into local residences 2. Social media campaign 3. Emails to our contacts 4. Put onto closed Facebook groups 	<p><i>Matt Pinder volunteered to coordinate the marketing campaign- all to share</i></p>
4. Business Survey promotion	<p>Discussion focused on need to share with wider businesses. Business lead to email all Business Group members and also print off to share in hard copy form for businesses.</p>	<p><i>Send database to Gavin</i></p> <p><i>Gavin to share survey with local businesses</i></p>
5. AOB	<p>Budget needs to include:</p> <ol style="list-style-type: none"> 1. G-suite £30 per month (6 months) 2. Research materials £500 3. Event hire and buffet for consultation £600 4. Event hire for group meetings £500 5. Promotional materials £500 <p>Matt Pinder will work with all members to</p> <p>Next Meeting: will be held on 20th November 2019</p>	

KINNF Meeting Schedule 2019

Meeting Month	Date	Venue
October	None – to be replaced by consultations	n/a
November	20 th November 2019	TBC
December	4 th December 2019	TBC