

Planning and Development Committee – Meeting Summary

Date of Meeting: 8th September 2026

Chair: Deborah Shepherd

1. Governance & Administration

- **Attendance:** Present were Peter Hewes, Deborah Shepherd, Hazel Wheatley, Nicola Lang, and Kate Truscott. Apologies were received from Emma Bowden and Vicki Hewes.
- **Minutes & Review:** The minutes from 11th August 2026 were formally approved. Previous action items were reviewed, with two items remaining ongoing (tombola donations and the Westcroft community engagement schedule). The updated Events Calendar was noted.

2. Key Discussions & Updates

- **Village Fundraiser (25th Sept):** Logistics were reviewed for the upcoming fundraiser. Requirements include raffle tickets, tombola prizes, catering supplies, and floats. The Sports Hub will provide hot drinks and takeaway containers.
- **MUGA Open Day:** The MUGA working group committee is planning for an official opening day, which will include provisionally booking a spud van and two Lincoln City FC players, along with public sports activities.
- **Family Fun Day Debrief:** Feedback was very positive. Improvements noted for next year include consolidating councillors/officers into a single tent area, securing better display boards, and having officers save event photos throughout the year for display use.
- **Christmas & Winter Events:**
 - The Sports Hub will open from 5:00 pm – 8:00 pm for the Christmas Lights Switch-on event on 28th November.
 - The Sports Hub will also host a Prosecco bar for the Christmas Wreath workshop.
 - For **Advent Windows**, the committee agreed to simplify the process by promoting it via Facebook video rather than publishing a map/resident list.
- **Remembrance Day & Poppies:** Plans were set for a poppy knitting/crochet session at the pavilion on 18th September. The Events Working Group will support council officers during the Remembrance Service on 7th November.