

Forest Row Business Forum

Date: 19 November 2015		Location: Brambletye Hotel 5.30pm
Attendees: Martin, Nick, Jennifer, Pippa, Dave, Lindi, Katherine, Clio, Gary T, John, Sonya, Trish, Katie, Isobel, Suzy Council: Sara, Gwen		Apologies:
No	Topic	Action
1	Nick liaising with Isobel re road signs promoting St Nicholas event	Nick
2	To include latest list of who is doing what so far with minutes.	Jennifer
3	To confirm we can use signs already up for Pantomime. Need to be returned to village hall after the event.	Gwen
4	Pre event press release to go to East Grinstead Courier	Nick
5	What's on - has been sent by Jennifer	Info
6	To send pictures after the event, all to forward pictures of the day to Jennifer.	Jennifer All
7	To arrange collection of Santa outfit from Pippa	Jennifer
8	Pippa confirmed pre school arranging name the horse competition including providing prize	Info
9	To e mail Pre School to make sure parents aware we will be taking photos	Jennifer
10	Mandy & Sophie taking posters around, checking what everyone is doing and if they would like to donate anything. Martin liaising to arrange date.	Martin
11	Sara to confirm road closure	Sara
12	Katherine confirmed Morris dancers will attend	Info
13	Highgate also have an event on, check if they would like to join in with St Nicholas event.	Lindi
14	Isobel & Katie provided posters for event. Pippa provided posters for Horse & carriage timings.	Info
15	Angela Martin from Holy Trinity would like to be involved. Added to distribution list.	Info
16	To e mail Martin up to date list of who is doing what on 5 th December for Mandy & Sophie.	Jennifer
17	Check that final version of map included and sent out with the minutes.	Jennifer

18	John & Sonya may have a second Santa for the event, to confirm	John Sonya
19	Nick to confirm possible Story Teller.	Nick
20	Maria Young to confirm if Des Dearlove will be able to attend and hold sessions on his book.	Maria
21	Carols playing at as many businesses as possible	All
22	After the event to each business to do a brief summary of how the event went for them to help improve for next year.	
	Next meeting TBC	