



# Weeton and Huby Parish Plan Steering Group



## Steering Group Meeting 2

19<sup>th</sup> March 2018

Almscliffe Hall at 7.30pm

Present:

Doreen Marriott – Parish Church

Tim Jackson - Tennis and Bowling Club

Tony Moss – Parish Church

Jennifer Stacey – Craft Club and Talks Group

Mark Wilkinson – Almscliffe Hall

Emma Littlewood – School Representative

Simon Thomas – Parish Church

Harwin Bosworth – Parish Council

Derek Needham – Parish Council

Paul Jagger – Parish Council

Item	Note	Action
1.00	Everyone was introduced	
2.00	Terms of reference. The example terms were discussed line by line and agreed. See attached.	PJ to draft and circulate
2.01	It was agreed to elect a chair. D Needham was asked if he would stand and agreed. No other attendees offered. P J formally proposed and H B seconded D Needham as Chair. All agreed.	
2.02	It was agreed that other roles would be agreed in the future as needed.	
3.00	Plan / programme. General discussion about realistic timescales and a broad plan to try and complete the survey by the end of the summer. Outline plan attached for future development.	PJ
3.01	Agreed to avoid the school holidays – therefore September agreed as key month to seek questionnaire responses / complete information gathering.	
3.02	Agreed that a publicity campaign should be based around the following events: <ul style="list-style-type: none"> <li>• Parish Magazine publication in June</li> <li>• Tour de Weeton on 17<sup>th</sup> June</li> <li>• Football comp (date in June)</li> <li>• BBQ in June</li> <li>• Weeton Show last week in August</li> </ul>	All



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3.03	Other events to be targeted / discussed at future meetings	All
3.04	Agreed this months magazine and Huby Play was too soon to start raising awareness – best to be organised and not too far in advance of September.	
3.05	Discussed flyer for magazine, notice boards, church, Almscliffe Hall. Format and content to be agreed at future meetings. PJ happy to prepare if no one else.	PJ
3.06	Other promotional activities to be discussed at future meetings – banners, social events, Weeton Show stand.	All
3.07	Agreed to contact all known village groups by email or by attending meetings. List to be prepared with contact names and email addresses.	DN
3.08	HB suggested trying to encourage representatives from other Parish groups to join the steering group. Agreed this would be good but can still contact them for input and to promote the plan even if not on steering group.	
4.00	PJ agreed to investigate Lottery funding application forms.	PJ
4.01	Need to agree rough budget – to use for funding application. DN to discuss with North Rigton to find out what they had included. Some items to include: <ul style="list-style-type: none"><li>• Printing – Questionnaires and finished plan</li><li>• Printing posters and magazine</li><li>• Event cost</li><li>• Weeton Show stand cost</li><li>• Postage</li></ul>	DN
5.00	EL suggested Parish map would be useful – will need for final Plan anyway. PJ agreed to prepare	PJ
5.01	PJ to circulate example plans and questionnaires	PJ
5.02	PJ to circulate Parish survey information	PJ
6.00	Agreed next meeting to be 7.30pm on 19 <sup>th</sup> April in Almscliffe Hall	