



## Weeton and Huby Parish Plan Steering Group



### Steering Group Meeting 3

19<sup>th</sup> April 2018

Almscliffe Hall at 7.30pm

Present:

Tim Jackson - Tennis and Bowling Club

Jennifer Stacey – Craft Club and Talks Group

Mark Wilkinson – Almscliffe Hall

Emma Littlewood – School Representative

Paul Jagger – Parish Council

Apologies

Harwin Bosworth – Parish Council

Derek Needham – Parish Council

Item	Note	Action
1.00	Reviewed notes from last meeting. Actions – <ul style="list-style-type: none"><li>• Programme had been issued</li><li>• Lottery funding still to investigate- PJ</li><li>• Budget to be discussed at next meeting – DN</li><li>• Contact list for all village groups - DN</li><li>• Parish Map available from HBC – PJ to obtain</li><li>• Example questionnaires circulated (last minute)</li><li>• Parish survey info to be shared – PJ</li></ul>	
2.00	Terms of reference. Agreed.	
2.01	Agreed to concentrate on starting awareness campaign this meeting.	
2.02	Next meeting to focus on Budget/ Lottery and Questionnaire ideas	All
2.03	Parish Magazine deadline 7 <sup>th</sup> May – PJ to circulate text for comment <ul style="list-style-type: none"><li>• Summary description of what a Parish Plan is – punchy – text from example questionnaires</li><li>• Stress opportunity to have a say</li><li>• Stress for all – including children</li><li>• Date of issue early October – return end of October</li></ul>	
2.04	Reviewed programme <ul style="list-style-type: none"><li>• BBQ on 23/6/18</li></ul>	

	<ul style="list-style-type: none"> <li>• Main method of circulation questionnaire will be with Parish Magazine – end of July or End of September are options – agreed to alter programme for questionnaires to Oct</li> <li>• Agreed to have more detailed info in July Parish Magazine</li> </ul>	
2.05	Discussed practicalities of circulating questionnaires and how to make it easy for people to return them	All
	<ul style="list-style-type: none"> <li>• Pre paid envelope</li> <li>• Designated houses</li> <li>• Drop off boxes</li> <li>• On line</li> </ul>	
	PJ to ask Leah / Andy for advise on how others have done this effectively	PJ
2.06	Discussed activities in North Rigton school to engage children	EL
2.07	Need to find way of engaging secondary schools – PJ mentioned Leah has suggested a local youth organisation that could help organise an event. PJ to check.	PJ
2.08	Discussed importance to show some quick action after the Plan is produced – how to get engagement to deliver – how to maintain momentum and interest.	
3.00	Agreed next meeting to be 7.30pm on 17 <sup>th</sup> May in Almscliffe Hall	ALL