

GARWAY PARISH PLAN Steering Group

Minutes of meeting held on Tuesday 12th May 2009 in Village Hall.

Attendees:- Malcolm Howard (chair), Colin Robinson sec.) RD, PB, RS, JM, FF, AF, LF, JP, JG, DT, BM, AL.

Apologies: DA, JS. RB, R Strange.

Notes of meeting held 16th April 2009.

Malcolm H passed each member a copy of his notes of the last Meeting. These were adopted as our start to the planning Process.

Action none.

Garway web site.

Malcolm H informed the group that the preliminary information Collected at the open meeting was posted on the Garway web site. He also asked the group if there was any objection to personal email addresses being posted on the site. All members present were happy for their details to appear there.

Action none.

Budget

A meeting was held on 20th April 2009 to establish a budget for the parish plan. Members were Malcolm H, DA, FF, AF, JP. Malcolm H outlined the Parish budget estimate for Grant application. Chris Gooding Hereford CC advisor pointed out that item 2.8 was not concerned with service providers but that focus groups were set up to reach people in the community that are unlikely to respond to public meetings. These were identified as the Young, Elderly and the Indifferent members of the Parish. Solutions suggested were to target the youth by approaching the Youth Club, Local School, YFC and the Tuesday Club. For those less likely to respond a house call was deemed the best course of approach. Their views would be solicited as what they liked, disliked or would like to see happen

in the Parish. It was noted at this point that only the views of those actually living within the Parish boundaries would be considered. It was also suggested by CG that the group should approach members of the Ewyas Harold steering group to discuss how they tackled focus groups.

CG asked for clarification of point 4.4 in the Budget document and the response from the chair was that it was a summary document that was more detailed than the flyer in point 4.1
Action ongoing.

Plan Development.

The first public meeting had raised issues that were of concern to those members of the community present. These concerns had been passed to the steering group at the meeting on 16th April and have been placed on the Garway web site.

The draft action plan and budget was forwarded to the Parish Council on the 21st April for approval at their meeting on 18th May 2009.

The Parish Council needs to provide £1500.00 towards the project.

Action ongoing .

Development for Real Event Weekend.

CG reminded us that "Planning for Real" is a trade marked product and must be treated as such in all our deliberations. Two possible dates were tabled for the Real Event weekend, these being w/e 27th/ 28th June or 4th/ 5th July 2009. It was important to select a date prior to school holidays.

The agreed date for the Real Event was Sat 4th & Sun 5th July
The event would be open from 10a.m. until 4p.m. each day.

The steering group would need to provide a large scale map of the Parish. The map would need to be mounted on polystyrene and laid out on tables in order that pins could be stuck in it.

CG suggested that the map could have even larger scale inserts for the principal areas of the Parish e.g. Garway, Broad Oak and White Rocks. CG also suggested that some folk are disorientated by large scale maps and that a marshal should be stationed adjacent to the map to offer help. CG would also attend one of the Real Event days preferably the Saturday.
The Village Hall has been booked for the Real Event.

Action As appropriate.

Maps & Other information.

Malcolm H, JM & CR would visit the Geographical Information team at Rotherwas to discuss maps and order accordingly.

Action Malcolm H JM & CR by 31st May.

Focus Groups.

In order to reach out to the defined focus groups and to encourage them to attend the Real event it was suggested that a number of members of the group should visit the youth club (younger members would it was felt be received better by this group and FF was suggested to front this.) , the same applies to the YFC and Garway school. Some parishes had used a flicks in the sticks film suitable for young audiences to reach this age group, but this costs money. The Tuesday Club could be visited by other group members (TBA)

Action FF + Other members as recruited

Areas of Interest

At the Real Event any Parish resident will be able to indicate any issues they wish to raise by placing a flag in the appropriate position on the master map As a result of the public meeting flags will be made up to cover issues raised and those that commonly occur in other parish plans, namely Housing, Road Safety, Road repairs, drain & ditch clearance etc.

A team of 3 or 4 volunteers was required to produce flags prior to the Real Event.

Action Volunteers please to work prior to 2nd June 2009.

Malcolm H. also suggested that separate tables be provided for major issues and it was further suggested that if Villagers wrote down views these should be displayed on a notice board during the Real Event.

Action Steering group.

Marshals will be required to man the Real Event for both Sat & Sun. It is essential that where possible all steering group members participate in this activity.

Action CR will circulate a blank rota for members to fill in their availability.

Refreshments

It was proposed that refreshments be made available throughout the Real Event as an incentive for attending. Breakaways and Tuesday club to be approached to assist. It was also suggested that Susan Jones be invited to sell Ice cream during the duration of the Real Event.

A cake stall operated by a local group was suggested.

Action CR

Post Real Event

A team of volunteers will be required to record the flags placed for each issue. CG will provide spreadsheets for this purpose.

Action CG/ Volunteers

Adverting/Posters & door drops.

JP, AF, FF. agreed to produce an outline flyer and poster. CG offered to comment upon it if it was e mailed to him at Hereford CC. Others involved in publicity to include M Howard, RD. JG, DT & RS.

Action As above by 12th June 2009.

The distribution of material to be hand delivered to every household in the parish. CG is to provide a name and address list for the whole parish. The flyers who be despatched two weeks before the Real Event

Action All Group members. / CG

A.O.B.

Grant Application

Malcolm H. has completed the grant application and will submit it for an offer without prejudice.

Action Completed

Questionnaire.

Malcolm H. suggested splitting the Parish into four quarters and allocating members to each quarter. It was agreed it was vital to hand deliver and hand collect the questionnaires. In this way help could be provided for those who required it. JM stated that in her experience of collecting Census data a longer period for distribution and collection was required. This would be fully discussed at a future meeting.

Action Future Meeting

Dates of next meetings.

Tuesday 2nd June. 7.30p.m. Village Hall

Monday 29th June 7.30p.m. Village Hall to include briefing for the Real Event.

Meeting closed at 8.55p.m.