

# GARWAY PARISH PLAN

## Steering Group

Minutes of meeting held on Tuesday 2<sup>nd</sup> June 2009 in Village Hall.

Attendees:- Malcolm Howard (chair), Colin Robinson (sec), David Atkinson (treasurer), JA, Mo, PB, JM, AF, JP, JG, DT, BMc, Al.

Apologies FF. LF, JS, RS, M Heath..

The minutes of the meeting held on 12<sup>th</sup> May 2009 were approved unanimously.

### Matters arising

MH reported that the Parish Council had agreed to allocate £1500 for the Parish Plan by a majority of 4:2. MH requested that DA (treasurer) ensure that the Parish Clerk opened a separate bank account for the venture.

Action DA for 5<sup>th</sup> June.

MH stated that there was a backlog on processing Grant Applications. But the Council confirmed that without prejudice we could go ahead and spend money on the Parish Plan. DA asked all committee members to record time spent on the Project, excluding steering committee meetings Time spent equates to cash to offset against the grant.

Action All members –on going.

### Update on real events maps.

MH reported that following a visit to Herefordshire Geographical Information team by JM, CR, BMc & MH that 1 map of the complete parish would be produced at 1:9000 to cover four x A0 sheets (1189 x 841mm ) In addition there would be one map Each.

at 1:2000 for White Rocks, Broad Oak & Garway. The quote to produce these is approximately £250.00.

Action Delivery expected in two weeks – w/c 15<sup>th</sup> June.

Planning for the Real Event Weekend.

The weekend is agreed for Sat 4<sup>th</sup>/Sun 5<sup>th</sup> July 10a.m. – 4pm.

A sheet for the Stewards rota was passed around the members and CR asked for a minimum of four people to man each Session..

Action All members. Those not present will be contacted by CR.

Focus Groups

After much discussion it was agreed that the older members of the community would be approached via the Tuesday club.

Action JP before end June.

AF suggested that Ruth Maskell be asked to talk to Les & Fay Rolands with a view to speaking to the youth group.

Action CR to speak to Ruth. Talk to be scheduled pre end June.

Work Groups

Room Displays.

DA to obtain a quote for 7 boards (8x4) of polystyrene 2.5mm thick. Black bailing tape would be used to secure the boards. This is prior to the maps being mounted on the backboard.

Action DA by 5<sup>th</sup> June.

Attendance Record.

CR to produce a numerical register to track attendees and facilitate a prize draw for £50 approved by the steering group.

Action CR to produce by 25<sup>th</sup> June.

Displays

JP offered to provide backing paper for the notice boards.

In addition JP agreed to source blue boards for displays.

Action JP for 25<sup>th</sup> June.

### Maps

A debate took place as to how best help orientate visitors to the maps with models or photos of Garway landmarks. AL was asked to contact Garway school to discuss their involvement. All materials required by the school would be funded by the Parish Plan. Children's' work could form part of a separate display.

Action AL for 5<sup>th</sup> June

### Bunting

AF/JP suggested hanging ballons outside the hall to create atmosphere. MO offered the Flicks in the sticks banners as added publicity on the common. MH would source.

Action MH by June 25<sup>th</sup>.

### Maps

JG asked if the maps would be coloured or should the committee colour them. CR felt colouring by committee would look cheap. CR/MH to check colours.

Action CR/MH by 5<sup>th</sup> June.

### Topic Boards

It was agreed that boards would be provided for special Issues raised by Villagers. Blank cards would be provided For attendees to state their particular concerns. CR/MH to produce topic cards.

### Flags

JM will co ordinate the making of flags for the maps with DT & JG on the team.

Action JM by 25<sup>th</sup> June.

Action CR/MH by 25<sup>th</sup> June.

#### Refreshments

It was generally agreed the cakes/biscuits, tea & coffee be provided . JP/RD to approach the Breakaways. CR reminded the meeting that it had been proposed that Kelsmore Dairy be asked to attend. CR to contact Susan Jones.

Action JP/RD 12<sup>th</sup> June CR 5<sup>th</sup> June.

#### Transport

A discussion ensued over the need to provide transport for Villagers requiring it. A mini bus was suggested but the meeting settled on the use of private cars. Distributors of invitations to the Real Event would offer lifts where appropriate. The offer of transport is included in the handout. Marshalls on the day would be asked to collect villagers

Action Distributors

#### Advertising , posters, door drops.

JP, AF, FF had produced a flyer which was passed around for comment. A revision to the header was to be tried and circulated. It would also incorporate the Fun Day and Garway Dash in the picture. A poster would be prepared to go on display in all areas of the Parish w/c 15<sup>th</sup> June. GTS will provide copying via MH JP asked for the poster to be printed on gloss. NB all material must show copyright For Planning for Real on the bottom in small type.

Action JP and group by 8<sup>th</sup> June. MH print by 15<sup>th</sup> June.

#### Reception & Briefing.

Name badges will be provided for all steering group members and parish councillors. Provided by CR/MH

JP/AF would produce leaflet explaining to Villagers how To use the Real Event to make their views known.

Action JP/AF & CR/MH by 25<sup>th</sup> June.

Special Attendees.

MH suggested the following groups be invited to the Real Event: - MP, County Councillor, Parish Councillors, Service providers viz Police, Fire, Ambulance & First Responders.

Church & Chapels

Others.

This was thrown open to the meeting to discuss. MH to invite the MP when he visits Garway on June 13<sup>th</sup>.

MH to invite County Councillor.

DA to urge all Garway Parish councillors to attend.

DA to invite First Responders.

JP to contact Elaine Goddard (vicar)

MH to contact Jack Heath and Robin re Chapels.

Action As above by 15<sup>th</sup> June.

Others.

Suggestions from the floor for groups to provide displays

Were Garway School – AL to contact school. The

Play group - JP to contact.

Yoga group, Breakawys, Heritage group Flicks in the Sticks , Garway juniors and any other village club to be approached by CR/MH to produce a collage of events.

Action AL, JP, CR ,MH by June 15<sup>th</sup>.

Photographer

It was felt a good idea to ask Hilary Smallwood to take Some photographs of the Real Event. It was suggested Later in the event would show more on the map.

Action CR/MH by 15<sup>th</sup> June

Cleaner

CR would contact the hall cleaner and ask her to clean

through on Saturday evening.

Action CR by 15<sup>th</sup> June.

There being no other business the meeting closed at 9.27p.m.