

 ***‘protecting and improving the quality of life***

 ***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Emma Kay**

**Chairman: Cllr Fred Jones**

**14 July 2015**

**Minutes of the Parish Plan/Community-Led Plan Steering Committee Meeting held on Wednesday 1 July 2015 at Youth and Community Building, Lythwood Road, Bayston Hill.**

**Present:**

David Preston (Chairman); Emma Kay (Secretary); Ted Clarke; Ian Gordon; Teresa Lewis; Alan Caswell; Laura Whitmarsh and Lucy Roberts, Community Engagement Officer, Shropshire Council.

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|  |  | **ACTION** |
| 1. | **Apologies** |  |
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| 1.1 | Judy Crabb and Janet Phillips. |  |
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| 2. | **Minutes of Meeting held on Wednesday 15 April 2015.** |  |
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| 2.1 | Minor amendments were discussed about the wording of paragraphs 4.2 and 5.1. | **EK** |
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| 2.2 | **AGREED:** That the minutes of the meeting held on 13 April 2015 be accepted as a true record once the minor amendments have been made. |  |
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| 3. | **Matters Arising** |  |
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| 3.1 | 5.3 Lucy Roberts reported that the Census details had been received and a licence to get Ordnance Survey maps had been arranged, she stated that she now has the software to print off bigger maps. A map had been ordered but Bayston Hill was not a large part of it once received, it needs to be enlarged. | **LR** |
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| 3.2 | **Schools Project:** In the absence of Judy Crabb, Teresa Lewis reported that three sessions had been undertaken at Oakmeadow School with the year 6 pupils and older residents. The first event had been identifying ‘Treasures and Eyesores’ in the village; the second was visiting some of the ‘Treasures’ and the third involved going round the village to identify further treasures and eyesores.The final presentation was due to take place on Thursday 2 July at the school and the Chair of the Parish Council was due to attend wearing the official chain of office.A discussion was held on ideas where to go next, how to keep the momentum going and where to put the letters produced by the year 6 pupils for best exposure.An annual rolling programme was suggested, scanning the letters for publication on the website and trying to reach the next age group up. Laura Whitmarsh suggested the Youth Group that meets at Christchurch on a Thursday night which includes approximately 25 children aged 11 – 18 years old. |  |
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| 3.3 | **Mapping:**  Lucy Roberts has produced a matrix of groups within Bayston Hill which provides an aide memoire to follow.Community First was recommended as a good website to seek advice from. |  |
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| 3.4 | **Guest Speaker:** Mr Clark from Nesscliffe was suggested as a guest speaker to give their experience of doing a Neighbourhood Plan. |  |
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| 3.5 | **Communication Routes:** David Preston suggested circulating the matrix as a starting point. Lucy Roberts stated that the key was to try and reach every minority group within the village. |  |
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| 3.5 | **Banking Facilities/Insurance:** Emma Kay stated that following discussion at the last Parish Council meeting that transactions could be put through the Parish Office but that the Clerk could not act as the treasurer for the group. She also confirmed that as long as the Community Led Plan process was deemed to be a sub-committee of the Parish Council that it would be covered by their Liability Insurance.A discussion was held about what funding was available and how it would be spent and what comparisons could be done to other councils. Emma Kay confirmed that the money held in the Parish Council Budget was for the actual production of the plan including analysis. It was acknowledged that further funding was available from the Community Led Planning Fund. Teresa Lewis volunteered to be the treasurer if it was confirmed that Keith Keel had definitely resigned. | **EK** |
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| 3.6 | **Data:** The census data should be available on the website, Ted Clarke asked if it could be e-mailed to interested parties. Lucy Roberts confirmed that she had e-mailed it to the Parish Office so should be in the inbox somewhere. | **EK** |
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| 4. | **Possible Work Streams** |  |
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| 4.1 | **Further Refinement:** David Preston showed attendees a reviewed work stream ideas document and asked if anyone would be interested in taking the lead on a specific topic.Laura Whitmarsh volunteered to help around the Community Area, Alan Caswell was also keen to help in this area. |  |
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| 4.2 | **Leads/Support:**  Laura Whitmarsh asked if there was a template that could be used for the work to be undertaken. Emma Kay stated that she could supply some copies of the last Parish Plan.David Preston reminded attendees that the plan is working towards 2025. It was suggested that Judy Crabb would probably be interested in the Open Space . Teresa Lewis suggested herself in conjunction with Teri Trickett for Health and Wellbeing. Ted Clarke cautiously expressed an interest in Sustainability. |  |
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| 4.3 | **Timeframe:** David Preston stated that the work streams needed to start to be fleshed out in September and October. He suggested looking at progress at the October meeting.Meetings will take place on the first Wednesday of each month unless otherwise notified, as it was unlikely there would be a meeting in August due to the holiday period publicity opportunities needed to be identified to ensure some wider interest. David Preston went through some ideas of what looking for. |  |
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| 4.4 | The importance of feeding back to the Full Council was reiterated, it was now being included as a regular agenda item. Teresa Lewis stated that the Finance Committee would also need to be kept informed. |  |
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| 4.5 | Further discussion ensued about the approximate number of hard copies that may be required, whether it would be appropriate to get quotes for the analysis sooner rather than later and whether there was someone locally who may be able to provide the service. It was hoped that by the September meeting there would be some firm ideas, Emma Kay was asked to circulate the village contact list and the stakeholder group matrix to everyone. | **EK** |
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| **5.** | **Annual Parish Meeting** |  |
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| 5.1 | Everyone agreed that the Annual Parish Meeting had been an informative and interesting meeting. |  |
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| **6.** | **Budget** |  |
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| 6.1 | It was agreed that all aspects of the budget had been covered earlier. |  |
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| **7.** | **Future Meetings** |  |
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| 7.1 | The next two meetings were agreed for 2 September and 7 October at 7.30 pm in the Youth and Community Building. |  |
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