

Newcastle Parish Plan

Steering Group

Minutes of Meeting held on 5 March 2008 at the Newcastle Community Centre at 19.30

Present

Lesley Wilkes (Chair)
Eddie Jones
Terry Jones
Mike Weston (Acting Secretary)
Lisa Bedford - Shropshire Regeneration Officer

Apologies

Polly Smith (illness)
Lorraine Morgan (holiday)
Trefor Morgan (holiday)
Sandra Davies (pressure of other meetings)
Michael Reynolds (lambing)
Mike Cotton (illness)
Elaine Davis (away)
Mike Wilkes (who wishes to stand down due to business pressures)

Minutes of last meeting - 6 February 2008

These were accepted and approved - Lisa Bedford asked to be added to the circulation list
Eddie Jones suggested that a copy of the minutes should be displayed on the notice board opposite the School as a means of keeping people informed of our progress.

Grant application

We were advised informally by LB that our application had been approved by the Shropshire Community Council (complimenting us on its presentation) - its acceptance will be officially notified at the next Parish Council meeting. She also confirmed that approval of the District Council element of the grant was proceeding and no problem was anticipated.
Copies of the completed application and attachments are available from LW.

Constitution

The draft of the Newcastle Parish Plan Steering Committee Constitution was discussed, line by line, and approved with the following amendments:

Officers

Delete: "All other committee members should have a specific role, to be agreed by the committee"

Meetings

The minimum number of members forming a quorum shall be four

EJ will provide two amended copies of the Constitution with a declaration signed by the chairperson and secretary, to be retained by the secretary.

Letter to identified groups

The list of groups, suggested at the first meeting was tabled by LW and reviewed. The Parish Council was added (also the Area of Outstanding Natural Beauty officer - see notes of last meeting)

Lesley has already spoken to the CAMEO Club and put a suggestion box in the Crown Inn

An initial letter template to parishioners was tabled by LB. This will be adapted by MW to suit as a letter to the identified groups. It will include a request that a Steering Committee member be invited to a group meeting to explain the process. It was noted that the Bingo Club should be addressed in May (EJ) and the Gardening Club at an event on 6 September.

Terry Jones will contact the School and discuss the involvement of the children by means of a competition to design a Village Logo, with suitable prizes (vouchers to the value of £50).

The laminated Parish Map, supplied by the SCC, will be mounted by EJ and used at the meetings. The second, paper, copy will be used to keep a record of suggestions/ comments made.

It was agreed that the parishioners should be informed of the undertaking to produce a Parish Plan by a more friendly and accessible newsletter, based on the key elements of the template letter but with pictures in colour and a parish map. LB will try to obtain a suitable A4 reduction (scale 1:50,000) to use in this and other documents. MW will draft the text and EJ will prepare the illustrated document for approval at the next meeting.

EJ suggested that this document should be on display at the Post Office and the Crown Inn.

Website

EJ advised that information for the Parish Council website, newcastleparishcouncil.org.uk, should be sent to Steve Burge.

Expenses

MW (Treasurer) to write to Polly Smith (Parish Clerk) about setting up a system for cash withdrawals and payments.

Next Meeting

Wednesday, 2 April, 2008 at 19.30 in the Community Centre.

Items for Agenda

Approval of draft letter and Newsletter
Arrangements for distributing letters and Newsletter
Feedback from Parish Council and the School

Meeting closed at 20.45

MJW