

NORTH FERRIBY PARISH PLAN STEERING GROUP

Unconfirmed Minutes of Meeting held on Thursday 6th December 2007
in North Ferriby Village Hall

Present: John Halmshaw, Chairman
Margaret Swindin, Secretary
Mandy Ulliott, Treasurer
Brian Bannister
Christine Kneeshaw
John Pickering
Chris Swindin
Deborah and Steven Taylor

Guest: Peter Hirschfeld, HWRCC

Apologies: Jean and Ernest Henderson
Margaret and Arthur Winn

1. Minutes of Meeting held on 8th November 2007

Under item 6, Peter Hirschfeld commented that the possible cost of volunteers' time should read £6.25 p.hr. instead of £6.50 p.hr. Subject to that amendment, the Minutes were approved and signed by the Chairman as a correct record.

2. Matters arising from the Minutes

Referring to item 3, the Chairman reported that the web page was now up and running (www.ferriby.info/parishplan.htm) and that Graham Latter had designed a logo for the Parish Plan. He requested that all members should view the logo on the webpage and let the Secretary know if they approved it, following which we could start to use it on our documents (subsequent note: the proposed logo is not yet on the website but has been circulated by e-mail to members).

3. Constitution

Chris Swindin had reviewed the Model Constitution provided by HWRCC, amended it to fit our circumstances and e-mailed it to committee members. He explained his suggested revisions and discussion took place about certain key points, following which Steven Taylor proposed, and Mandy Ulliott seconded, that the revised version, with the agreed amendments, should be adopted. The Secretary would type it up and e-mail it to members. Chris Swindin would respond to an e-mail which he had received from Julie Abraham about the Parish Plan's relationship with the Local Authority.

4. Financial Matters

Mandy Ulliott reported that she had arranged for a current account to be opened with HSBC in the name of North Ferriby Parish Plan Steering Group. It was agreed by those present that the Chairman, Secretary and Treasurer would be signatories and that any one of the three signatures would suffice.

The Chairman reported that the Parish Council had kindly made a donation of £100 to the Parish Plan in the current financial year, and would donate another £100 next year. The first £100 would be used to cover the costs of the Open Day.

Margaret Swindin had submitted the Kingston Communications Community Grants scheme application in good time, and she handed a hard copy of the paperwork to Mandy Ulliott. Notification of the three beneficiaries would be made on 21st December.

Mandy Ulliott said that she had looked at various grant networks but had been unable to find anything for which we could apply. John Halmshaw had details of the Co-operative Community Dividend Fund, which had to be applied for four months in advance of the monies being required. Peter Hirschfeld said that unfortunately the Langed Fund had suspended operations, but that Awards for All was a possibility; it could award grants of up to £10,000 and the turnaround was eight weeks. Chris Swindin said he had the details, and it was agreed that he, the Chairman and the Treasurer would meet to complete an application to the Co-op and to Awards for All.

5. Draft Process and Timetable

John Halmshaw had prepared a draft Project Plan which estimated completion in just over two years. He explained that it could not yet be regarded as definitive, but would be a useful guide which could be modified as progress was made. The Steering Group welcomed it as an excellent management plan.

6. Communications with Partners

The Chairman reported that he had written to Karen Wood at the ERYC and Carl Duck of the Local Strategic Partnership to advise them that we were embarking on this project and to solicit their co-operation, and to the Acting Chief Executive of the Primary Care Trust, with the additional goal of seeking financial support. The only response received to date was from Carl Duck who, according to Peter Hirschfeld, was quite keen to attend Parish Plan meetings.

As flood issues were likely to be raised by the village, it was also recommended that the Environment Agency and Yorkshire Water should be contacted.

7. Arrangements for Open Day on 12th January 2008

John Halmshaw told the meeting that the working group had not met owing to illness. Chris Swindin confirmed that the main hall had been booked, and he would check whether we could also have the use of the Priory Rooms for refreshments (subsequent note: this has now been confirmed). The Chairman had prepared a list of 32 village organisations to be invited to mount a display at the event, provide input to the process and distribute materials to their members. A number of additional organisations was identified, and members present shared out the task of contacting them all. John Halmshaw undertook to draft a leaflet explaining the goals of the Open Day to attract their members' participation in the event; this could also be used as a poster. We needed to know which organisations would be taking part before our next meeting, which would be entirely devoted to final planning for the Open Day.

The purpose of the Open Day was to gain a general view of what residents felt was important, and to base the questionnaire on the responses. The Steering Group would circulate in the hall to discuss the Plan with visitors, and it was agreed that they should wear identifying badges incorporating the logo. They would be able to explain the goal and help residents to formulate concerns or views. There would be a number of display boards explaining what a Parish Plan was, the purpose of the Open Day, asking what residents liked about the village and what improvements they would like to see, and how they could get more involved. It had already been agreed with the Conservation Society that Kay Laister would provide historic photographs of Ferriby, and Brian Bannister undertook to let her know which ones we would like. Mandy Ulliott offered her son's services to take photographs of the village as it is now. There were also some in the Parkfield Conservation Area document. Graham Latter would be asked for photographs of the recent flooding, and Deborah Taylor said that we should also be able to obtain images from the Internet.

John Pickering said that the Parish Council had a number of display boards, and Peter Hirschfeld could loan us two A1 size. It was agreed that the boards would be erected with a table in front of them on which residents could affix Post-it notes with their comments. Organisations would be provided with a table but would have to provide their own display.

The following topics were suggested for our displays: transport, health, conservation areas, youth, playing fields, Riverside Walkway, community facilities and the environment (to include recycling/composting).

Peter Hirschfeld recommended that a record should be made of visitors and their demographics (sex and age group). Mandy Ulliott suggested a tombola.

It was agreed to give our panel of volunteers the opportunity to take part, e.g. in distributing posters and organising the refreshments on the day. Chris Swindin would follow up the Co-op's offer to display a poster and would also enquire whether they would be prepared to provide the refreshments in return for publicity.

With regard to publicity, Margaret Swindin said that the event was already on the Steering Group's web page and in the Ferriby Diary, that she had sent a notice to About Ferriby and that John Halmshaw had provided

copy for the Parish Council newsletter. John Halmshaw and the Swindins would liaise with the local press and radio. Chris Swindin would arrange for a poster for Coronation Gardens at a cost of c. £30.

8. Any other Business

There was no other business.

9. Date and Time of next Meeting

The next meeting would be held on 4th January 2008, at 7.30 p.m., in the main Village Hall.

Margaret Swindin, Secretary
7th December, 2007