

# **Little Budworth Parish Plan Steering Group**

## **Minutes of Meeting on Tuesday 25 September 2012**

Present: Malcolm Carnegie  
Andy Martell  
Jack Martell  
Ray Hall  
Sarah Baron  
Peter Robinson  
Tony Hall  
Cora Cowap  
Barbara Iceley  
Joanne Jeffs

Apologies: Sue Roberts

### **1 Minutes from Previous Meeting**

No Minutes were present from the last meeting.

### **2 Steering Group Constitution**

The Constitution needs to be agreed. MC suggested the medium version of the template and this was agreed:-

1 The name will be Little Budworth Parish Plan Steering Group (LBPPSG).

2 The purpose of the group was agreed as stated.

3 There are likely to be 10 in the group. The Parish Council (PC) has agreed that there will be 2 representatives from the PC at each meeting. It was agreed no more than 3 PC members on the LBPPSG.

4 At the last meeting it was agreed that Malcolm Carnegie (MC) will be Chair, Tony Hall (TH) Vice Chair and Joanne Jeffs (JJ) Secretary. We have no Treasurer as yet but this could be split into 2: one to do general book keeping and one to seek funding and look into grants. Peter Robinson (PR) is going to seek advice from Stephen Wright. **Action PR.**

5 Meetings will be held monthly with 7 days notice with an agenda. The quorum for meeting will be 6 members. Minutes will be distributed by email within 7 days of the meeting.

6 Working Groups – No amendments.

7 Financial Management – No amendments.

8 A majority of 8 Members will be needed to amend the constitution.

The constitution will be amended as necessary and then signed by each member.

### **3 Engagement – The Consultation Process**

There needs to be understanding of what we are trying to achieve and what the core principle will be. Other village groups need to be encouraged to engage with LBPPSG. MC noted that Oulton Park do engage with the village with Villagers Day and Christmas Lunch. How to engage people was discussed:- landline, mobile phone, flyers. MC has set up a Facebook page for the Steering Group which he was able to show on the projector. Not everyone communicates in the same way and this needs to be addressed so that communication is successful. Younger members of the village need to be engaged in some way – designing a logo for the Steering Group was suggested.

A detailed profile document of the village was discussed briefly. This holds a lot of interesting information which could be very useful for the Parish Plan.

### **4 Matters Discussed**

Sarah Baron suggested a simple flyer to start with and 3 different samples were distributed. It was agreed to identify/set up working groups but this to be done after a brainstorming session which has been organised for the next meeting (16 October).

### **5 Date and Time of Next Meeting**

The next meeting will be held on Tuesday 16 October at 7 pm in the Village Hall. It is hoped to be a brain-storming session.

J Jeffs  
26 September 2012