

**CRIGGLESTONE COMMUNITY PLAN STEERING GROUP
MINUTES OF A MEETING HELD AT THE VILLAGE INSTITUTE ON
WEDNESDAY 29 SEPTEMBER 2010**

Present: David Proctor, Terry and Gill Sykes, Marilyn Wood (item 4 onwards), Cynthia and Len Binns

In attendance: Janet Mitchell, Amanda Kent

<p>1. <u>Apologies and Chair:</u> Apologies were accepted from Peter Daniels and Jackie Craven. In the absence of the Chair and Vice Chair, Gill Sykes took the chair.</p>	
<p>2. <u>To confirm the minutes of the meeting held on 6 September 2010</u> Agreed: That the minutes be approved as a correct record.</p>	
<p>3. <u>Matters arising from the minutes for information only</u> CV confirmed that the Bay Horse PH, Painthorpe hairdresser, Singh and Booze, and Hall Green Sports Club would all take a ballot box and poster, and the tattoo parlour at Hall Green a poster. At the Hall Green CC event there would be no Centre people available therefore members of the Community Plan group should attend. <i>MW arrived at this point and took the chair</i></p>	Group
<p>4. <u>To consider financial matters</u> JM had produced a statement detailing items from the Parish Council (photocopying, stationery and room hire), and stamps (£6.50) and an administration fee (£160) payable to JM. Payment for the stamps and fee was not possible owing to absence of PD. JM had arranged an email address info@crigplan.org at a cost of £48.18. Agreed: (1) That the statement be approved and forwarded to the Parish Council. (2) That payment of £48.18 to Cultrix be approved.</p>	JM
<p>5. <u>To receive correspondence</u> Information had been received from VOX, no action.</p>	
<p>6. <u>To consider project programme</u> <u>Contact with schools and other groups</u> – GS said Mackie Hill, Dane Royd and St James schools were happy to participate in the Plan. AK to prepare prompt sheet by 4 October for local groups to explain the Plan, get ideas and encourage people to attend events. Members would contact groups etc as follows: Hall Green CC over 60's and toddler group (CB), older people in Newmillerdam (GS), Scouts (JM), Guides (JC), churches (JM). Nursery parents and teachers, Hall Green United and the All Blacks were also mentioned but contacts need to be identified. <u>Email/website</u> JM confirmed that info@crigplan.org was running. The Parish Council had agreed to a page on their web site, access via www.crigplan.org. JM would put the press release on the web site. JM noted a free website available from BT and would investigate further + others via Google. <u>Display boards</u> Cllr Wainwright could provide history boards for events. CB and LB to liaise and arrange delivery. <u>Young people</u> AK to investigate Facebook page. MW to contact Alison at Kettlethorpe High School to consider setting up satellite Plan group. <u>Posters</u> AK tabled a revised poster for the consultation events. AK to prepare 4 posters, one per venue and one with all venues. GT and CB to print. JM to send all email addresses to AK. MW to deliver posters to Calder Grove PO + Blacker</p>	AK CB GS, JM JC JM JM JM C&LB AK,MW AK GT,CB MW

<p>Hall Farm shop. <u>Logo</u> The revised logo with aliens and 'Crigglestone People' was agreed. <u>Banners</u> AK would draft a banner for use at all venues ie no dates using photos from Cllr Wainwright, Crigglestone Community Plan and logo. JM to contact KW to get digital photos. JM to seek further details and price for 2 banners from Award Banners and Multi Visuals. Banner design to be emailed round and ordered at a maximum cost of £40 each ex VAT. Probably 8ft by 2ft. <u>Press release</u> AK had amended. JM to send to Wakefield Express, Yorkshire Post and Evening Post as soon as possible. CB to contact Cath Devlin for entry in community column of Express and GS to contact Hazel Chowcat.</p> <p><i>DP left the meeting (6.25pm)</i></p> <p><u>Refreshments for consultation events</u> This would include tea, coffee, biscuits, squash + milk and sugar. Costs to be reimbursed with receipts. Responsibility for refreshments as follows: Hall Green CC (CB + LB), Pennine (GS + TS), VI (DP), St John's (JC). It was assumed crockery/spoons were available at all venues. <u>Flipcharts</u> One stand was available at Hall Green CC and AK has others. AK to prepare heading sheets (subjects to include housing, transport, leisure, young people, environment and services). <u>Brick wall</u> AK to supply sheets and spray mount. <u>Prompt sheets for events</u> AK to prepare. <u>Stationery</u> MW to price up (Staples, poundshop) post- its, A1 paper for flip charts, A4 coloured paper for ideas wall, felt tip pens, biros, and send prices to JM CB to prepare 'leaves' for ideas tree AK to consider how to pursue capacity building (to encourage more volunteers) AK can borrow ballot boxes or they can be made from shoe boxes etc. AK to do flyer. Paper and pens required. <u>Venues</u> Hall Green CC (16/10) and Pennine Camphill (16/10) booked. JC to confirm St John's and JM to confirm VI (2- 5pm) (both 23/10).</p> <p>NB free draw for questionnaire not events. NB CB and LB away 4 – 8 Oct</p>	<p>AK JM JM AK JM CB GS (C&LB (G&TS, (DP,JC AK AK AK MW CB AK AK JC JM</p>
<p>7. <u>Date, time and place of next meeting</u> Agreed: - That the next meeting be held in the Village Institute at 5.00pm on Monday 11 October 2010.</p>	

SIGNED _____
CHAIRMAN

DATE _____

NB The VI venue was not available as planned on 23 October. The schedule was rearranged and booked as follows:

- *Pennine Camphill Community, Wood Lane, Chapelthorpe 11am – 3pm Saturday 16th October*
- *Crigglestone Village Institute, High Street 2pm – 5pm Saturday 16th October*
- *Hall Green Community Centre 11am – 3pm Saturday 23rd October*
- *St John's Church Hall, Calder Grove 2pm – 5pm Saturday 23rd October*