

Beckingham Community Planning Group

Minutes of the meeting of the Beckingham Community Planning Group held on Wednesday 23rd March 2010 in the Village Hall at 7.00pm.

Present: Karen Ashworth
Andrea Thompson
Julia Wallace
James Keane
Andrew Young
Nick Ashworth

1. Roles for the Meeting

Karen Ashworth agreed to act as chairman for the meeting and Andrew Young agreed to take minutes. He said he could only commit to circulating minutes by “e-mail”.

Karen introduced Nick Ashworth who she said did not wish to be a member of the Group but had offered to come to this meeting because of past and present involvement in several other groups in the village.

2. Notes of Previous Meeting

The notes of the meeting on 2nd March prepared by Julia Wallace had been circulated in advance and were agreed as a true record of the meeting.

It was agreed that in general minutes of meetings should be submitted for publication on the village web site.

3. Action Points from the Previous Meeting

3.1 Julia to collate feedback forms electronically

Julia handed round a grid setting out responses to the feedback forms from the public meeting in November relating to participation in the Group. Members estimated about half or those present had completed forms.

3.2 Ratify roles and responsibilities

Karen Ashworth suggested a rotating chairmanship but the feeling of the meeting was that this did not provide sufficient leadership or continuity. Julia Wallace offered to be chairman and explained she had extensive experience of chairing committees.

Andrew Young confirmed he remained interested in principle in the role of secretary subject to clarification of the detailed nature of the role.

It was reported that Neil Williams had said he was willing to be Treasurer.

3.3 **Fiona Lowe to provide Karen with contact details for ArtsNK**

Karen reported Fiona had not done this but had provided an “information pack”.

4. Constitution

Karen passed out copies of a model constitution provided by Fiona Lowe. There was some discussion whether the Group needed a constitution or just something like Standing Orders covering things like publication of minutes.

In discussing financial provisions, it was agreed the Group would incur some running costs but that the cost of implementing any new activities would be for others (e.g. if people wanted keep fit classes in the Village Hall, those people should form a group to run them).

The meeting discussed the role of the Parish Council and the Group’s relationship to it. Karen Ashworth thought it important the Parish Council made a commitment to the Group and the plan. She said that in other places the local Parish Council had a “monitoring role”. Andrew Young thought it was important that the Group should be part of the Parish Council – at least to the extent that it was covered by the Council’s liability insurance. He thought written confirmation of this was a minimum requirement. Julia offered to attend the next Parish Council meeting. Karen will ask the Parish Council for its support.

The meeting discussed Fiona’s model draft constitution clause by clause. Andrew Young agreed to prepare the model as revised for further discussion by the Group. That draft is attached to these minutes. The members specifically deleted many matters from the model, including the following:-

- powers to employ people, to acquire land and to borrow money;
- provisions for membership subscriptions and the expulsion of members;
- the establishment of an Executive Committee; and
- a requirement for independent examination of accounts.

5. Preparation of Project Plan

Karen Ashworth passed round copies of a specimen project plan in the form of a grid setting activities against months. There was no indication of the length of time any activity took or of a relationship between activities. The meeting noted that many of the actual activities on the specimen were unlikely to be adopted in this village.

Andrew Young suggested that other villages’ project plans had the following stages:-

- Preparation of “as is” community profile.
- Activities to identify subjects of concern etc to provide input to a questionnaire;

- Preparation and completion of a questionnaire; and
- Analysis of the questionnaire and preparation of plan.

Members noted action on clear wishes did not need to wait for the plan to be complete. Karen was anxious that the Group should be seen as effective so wanted to identify some “quick wins”. The following actions were agreed:-

- All members to say what items on the list of suggestions made in November and circulated on 2nd March they thought could be a “quick win”.
- Andrea Thompson to contact ArtsNK for ideas for activities for children that had worked in other places.
- Members to send any other ideas for a project plan to Andrew Young.

One idea for an early activity was to publish the list of “likes and dislikes” put together in November and appeal for additions and/or preferences (e.g. a “top ten” selected from the list or otherwise).

6. Community Profile

Members discussed the “community profile”. It was agreed this was not necessary unless it contributed to the overall objective, for example if it inspired villagers to express views about what they liked or didn’t about it. The Group decided not to proceed with a detailed profile at present but that some introduction to its work would be needed, for example on the web site.

7. Questionnaire

7.1 Methods

Following discussion on likely response rates, it was agreed that any final questionnaire would have to be conducted door to door.

7.2 Contents

Arising from the discussion on the “as is” community profile, it was agreed one question should seek views on the size of the village and any need for additional housing (“starter” homes or affordable housing was mentioned).

It was agreed all members would send other ideas for questions to Andrew Young.

8. Other Groups

The meeting agreed to write to other village groups asking them for their current activities and plans and asking them how they saw the situation over the next 5 years. Andrew Young offered to provide a draft letter for Julia. Julia said she was willing to attend other groups’ meetings to introduce the planning process.

The other groups concerned were those listed in the notes of the meeting on 2nd March plus the Highways Trust and All Saints' Church.

9. Next Meeting

The next meeting of the Group will be held on Thursday 29th April in the Village Hall at 7.00 pm.

Andrew Young asked for contact details for the draft minutes and Julia Wallace said she would send an "e-mail" circulation list. She will print a copy of papers for James.

Draft Constitution

The draft Constitution is not with this copy of the Minutes because the Constitution was adopted on 29th April and is available separately.

Agreed as a True Record *J. Wallace* (Chairman)
Dated 29th April 2010