

## BARKWAY AND NEWSSELLS PARISH PLAN GROUP



Meeting held at 100 High Street, Barkway  
on 7<sup>th</sup> April 2010 at 7.30 pm

**Present:** Gordon Baker, Simon Taylor, Kate Beale, Sonia Falaschi-Ray, Bob Davidson, Cecilia van der Heijden

**Apologies:** Ken McCormick (Bob reported that he is unwell and will not be attending in future)

1. **Minutes of Meeting** held on 29<sup>th</sup> January 2010 were agreed.
2. **Matters Arising:**
  - **ITV Grant:** Simon had tried to contact them but no response. It was agreed that Simon would give it one more try
  - **Richard Burt:** He has not responded to an email sent by Celia from the Steering Group and has not contacted any of the Steering Group; he has now been removed officially from the Group.
  - **School Art Competition:** there were 8 entries and the School appreciated the event. The winning entry will be used in the final published plan and all entries will be on view at the Church Exhibition on 8<sup>th</sup> May.
3. **Volunteer Group Meeting on 26<sup>th</sup> February 2010:**
  - Six sub-groups were set up to deal with
    - Traffic
    - Environment
    - Community
    - Recreation and Leisure
    - Communication
    - Emergency Plan
  - All Groups have met and their draft proposals will be incorporated into a draft Parish Plan during the week commencing 12 April. This will speed up the work of the final draft planned for end of May. **Action Gordon and Celia**
  - The Groups will finalise their reports and plans by end of April so that the Parish Plan can be drafted at the beginning of May, quality checked by Sonia on 10<sup>th</sup> May and be finalised by 20<sup>th</sup> May for approval by NHDC.
4. **Production:** Gordon and Celia will begin drafting the Parish Plan week commencing 12<sup>th</sup> April. Quotes to be obtained for printing and finishing 350 copies in various formats. It was agreed that we have a good quality card for all the covers with a colour photo and use good quality printing paper for say 30 copies (which would be used for the local authorities), the balance to be distributed to the Parish being on lesser quality paper:

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- **Comb-binder/punch:** Evaluate the cost and effort of binding the final printed Parish Plan using purchased comb-binder/punch.
  - **Heat seal spine machine:** Find out cost of machine to bind Parish Plan manually using plastic end papers and metal spine.
  - **Professional printing:** get quotes from a local printer to print, collate, staple and guillotine.
  - **Printing only:** Get quotes for printing on both one and two weights of paper as above with the collating and finishing being done by the Steering Group using a comb-binder/punch or metal spine
  - **CD:** It was thought a good idea to be different and produce an electronic version of the Parish Plan for circulation to NHDC on CD and of course it would be available to view on the village website.
- **NOTE:** We need to bear in mind the method of binding we choose. If the method is permanent we cannot afford to make mistakes with binding the finished article; additionally any updates would need to be published as Addendums as replacement/additional papers cannot be inserted.

5. **NHDC Approval of Parish Plan:** The final draft of the Parish Plan will be presented to Tony Hunter and Howard Marshall on 20<sup>th</sup> May for approval.  
**Action: Bob and Gordon**

The Plan will be committed to printing once it has been approved.

6. **Finance:**

- We have about £152 left from the £250 NHDC Grant in the account after deduction of various stationery costs. Gordon says there is another £250 available from the same source but we need to provide an Excel spreadsheet Accounts Statement countersigned by a disinterested professional person. (Catherine Toms was suggested as she is a qualified book-keeper; it was thought that being the Parish Clerk would not invalidate her endorsement.)  
**Action: Kate**
- Gordon will approach other bodies for grants with the printing quotes and our signed accounts. **Action: Gordon**

7. **Date of next meeting:** To be arranged as necessary.