



**Newsletter Steering Group**

**MINUTES** of Plaistow and Ifold Parish Council’s Newsletter Steering Group Meeting held on 2<sup>nd</sup> November 2022, 19:30 via Zoom.

**Present** Cllr. John Bushell; Cllr. Nicholas Taylor; Cllr. Rick Robinson; Cllr. Jane Price and Catherine Nutting (Clerk & RFO)

**1. To appoint a new Chair of the Working Group**

The Working Group recommends that rather than appointing a Working Group Chair, each edition of the Newsletter has an appointed Lead Member, responsible for chairing the associated meeting and then pulling all the information together as the ‘editor’. It was agreed to recommend that the Lead Member is chosen on rotation.

Cllr. Taylor agreed to be the Lead Member (‘editor’) for the current winter edition. Cllr. Bushell agreed to take over this role in relation to the Spring 2023 edition.

The Clerk will provide Cllr. Taylor with the Newsletter template to edit. Cllr. Bushell agreed to support the Clerk to integrate Mail Chimp with the website.

Action:  
Cllr.  
Taylor /  
Cllr.  
Bushell  
/ Clerk

**2. To receive apologies for absence**

Cllr. Paul Jordan (Chair of the Council)  
Cllr. Doug Brown

**3. Declarations of Members’ Interests.**

None received from Councillors.

**4. Content for the Winter (Christmas) 2022 Newsletter:**

The Working Group agreed to recommend that: -

- the edition should be published in early December;
- it should be no more than 8 pages long
- it should predominantly ‘look forward’.

The Group discussed the below article topics for inclusion and make the following recommendations to the full Council: -

HM The Queen	A respectful paragraph detailing (in brief) the passing of the Queen and the actions of the PC e.g., book of condolence; the Jubilee and Beacon lighting in June (with a couple of photos) with reference to the amount raised and the receiving charity. The legacy to Her Majesty of the Beacon to be situated on Plaistow Village Green in due course.	Cllr. Jane Price
Safer bus stop project	A short informative paragraph, primarily directing readers to the PC <a href="#">website</a> and summarising the project in general and the build of the two new shelters in Plaistow and Ifold. To include one or two quotes from those residents who requested a shelter in Plaistow and possibly a photo (with consent) of the shelter in use – or at least being built.	Cllr. Nicholas Taylor
Ifold bus stop conservation area	A short informative paragraph, primarily directing readers to the PC <a href="#">website</a> and providing an update on the project's progress. To include a call out for more volunteers to help maintain the area and a 'call to arms' with the date of a maintenance	Clerk

	<p>day in the New Year (to be agreed with Ms Palmerton).</p> <p>To include a photo and quote from Ms Palmerton.</p>	
Introduction to new Councillors and May elections	<p>A brief biography of the two new Members – Cllr. Price and Cllr. Robinson and a short paragraph regarding the forthcoming elections in May 2023</p>	<p>Cllr. Price Cllr. Robinson Clerk</p>
Litter pick	<p>Thank you to all those who volunteer.</p> <p>Direction to the designated <a href="#">webpage</a></p> <p>A photo (with consent) of volunteers ‘in action’.</p>	<p>Cllrs. Taylor and Robinson</p>
Major planning applications	<p>A straightforward update regarding the three major planning applications and the work of the Council in response: -</p> <ul style="list-style-type: none"> <li>- Crouchlands, Whole Farm Plan</li> <li>- Crouchlands, Rickmann’s Green Village</li> <li>- Foxbridge</li> </ul>	<p>Cllr. Jordan</p>
Quiz	<p>To include a quiz</p>	<p>Cllr. Brown</p>
Road safety in Plaistow	<p>A short article, primarily directing readers to the PC <a href="#">website</a> updating readers regarding the progress of the TROs in Plaistow and providing information about the School Safety Zone (SSZ).</p>	<p>Cllr. Bushell</p>

Annual grants	A brief reminder about the PC's annual grant available to local organisations and how to apply. To include information from one or two recipients i.e., the Youth Club and local community bus service.	Clerk
Winterton Hall	A brief paragraph about the hall; how to join the Management Committee; a plug for any forthcoming fundraising activities.	Sallie Baker (Chair of the Winterton Hall Management Committee)
Ifold Playpark consultation	A brief paragraph to launch the playpark consultation and direct readers to the PC's website to complete the consultation.	Cllr. Brown Clerk
Community Speed Watch	A brief paragraph to highlight the issue of speeding; publicise the work of the CSW and call for more volunteers to join, including the work of IEL within Ifold and advertise a public forum to consider ideas on how to improve the issue for the community. To include quotes from the CSW / IEL and an agreed date for the forum (Kelsey Hall, sometime in the New Year).	Clerk Cllr. Brown (CSW / IEL)
Precept and work of the Council	A brief informative paragraph to remind readers of the work of (and costs to) the PC;	Cllr. Taylor

	that it is not immune to the pervasive rising costs and the 'value for money' the community receives in terms of the annual cost and the work undertaken by the Council.	
"Did you know" and "New initiatives"	To include information from local groups which they would like to publicise and the fact that the two local Christmas Trees outside both shops are funded by the PC.	Clerk
Plaistow Defibrillator	A brief comment on the removal of the Defibrillator at Plaistow Stores and plans for a replacement elsewhere.	Cllr. Jane Price
<i>Cost of living support</i>	<i>Depending on the outcome of the full Council meeting on 9<sup>th</sup> November, a brief overview / introduction to any scheme decided upon.</i>	<i>Clerk</i>

The Working Group agreed that it would not be appropriate to include material from the two District Councillors and County Councillor; as this is a Parish Council publication, regarding the work of the Parish Council.

5. **Date and method of publication**

Members agreed to provide Cllr. Taylor with their draft material no later than 14<sup>th</sup> November. The Clerk will provide her material after 23<sup>rd</sup> November.

The Newsletter to be published on 5<sup>th</sup> December.

Newsletter to be emailed to those who have signed up via the website and available via the website.

6. **Date of next meeting**

To be confirmed in advance of the Spring 2023 newsletter (March – May 2023).

Action:  
Clerk

There being no further business, the meeting closed at 20:46

DRAFT