

Rixton-with-Glazebrook Parish Plan

Steering Group Initial Meeting Minutes

Wednesday 4th May 2011

Present: Diane White (chair), Maureen Banner (Parish Council)
Liz Clarke (Parish Council & resident), Keith Hanson (First Responders)
Mick Lees (Ranger Service), John Heselwood (Cheshire Community Action)
Residents: Jill Eaves, Colette Fairfax, Mandy Eccles, John Eccles,
Pete Higson, Joyce Higson, Debbie Williams, Elaine Clipson
Mary Barbour, Paul Breese, Harry Hunt, Mylvia Hunt, Katie Chambers,
Sharon Piggin, Fran Glynn.
Resident children: Tom & Zoe Fairfax, Charlotte, Abigail & Sam Chambers

Apologies: Margaret Bradshaw (Tennis Club), Joan Hill (History Society)
Residents: andy Eaves, Enid Probert, Sophie Shawcross

1. Introduction and Welcome

Diane White (East Warrington Area Co-ordinator) volunteered to be chair for this meeting. The group were thanked for attending the previous consultation meeting and this initial meeting and the Parish's continuing community enthusiasm was noted. Mandy and Colette were thanked for preparing the agenda and the children present at the meeting were also thanked.

2. Parish Plan process and time line:
May – Forming Steering Group
June – Analysing questionnaire (sub group) / formulation of survey.
July – Distribution and collection of surveys.

Mandy reported that 71 people attended the consultation evening on the 23rd March 2011 and 52 questionnaires were completed, which included 18 anonymous and contact details for 34 . These have been contacted and invited to this meeting. The questionnaires are now ready for analysis which is the first step of the action plan.

[Action: Mandy]: Maureen Banner (Parish Council Chair) asked that minutes of meetings are forwarded to the Borough Councillors.

3. Role of the Steering Group and responsibilities of officers (max 15)

[Action: All] Everyone was asked to look through the booklet:” The Steering Group: What is the Steering Group and what does it do?” and if there are any questions please contact Mandy or Colette who will then feed them on to John Heselwood.

It was decided that reflective time was needed to enable the group to decide whether they wanted to be a member of the Steering Group and if they were interested in taking up an officer role.

Diane reported that support can be offered if needed for some roles such as Treasurer. John Heselwood reported that a skills audit would be a very useful tool in the planning process, particularly when drawing people in with individual expertise when forming volunteer groups. Diane also assured the group that this process should be an enjoyable experience, which should build and extend community spirit.

4. Role of Parish/Town Councillors on Steering Group.

The group discussed the importance of the steering group working in partnership with the Parish Council. This will provide the driving force to steer the plan forward. Funds for the Parish Plan will be held by the Parish Council, but the Parish Plan will have full control. There are presently limited funds available from Warrington Borough Council and the Steering Committee may have to look elsewhere. There is the opportunity, once the Steering Committee has been constituted, to raise its own funds and have its own bank account. The Hamilton Davies Trust are funding the initial stages of the Plan (printing / publicity etc).

5. The Role of Working Groups.

The group discussed working groups, which would hopefully include children, youth activities and already established groups within the community.

6. Appointment of officers: Chairman, Secretary, Treasurer, Vice Chair, Publication Officer and others.

John Heselwood explained that the Steering Committee will be set up initially, then the members will elect who the key officers are going to be. He recommended circulating a skills audit to the group so that we can utilise everybody's back ground knowledge and skills.

[Action: Mandy]: To circulate a skills audit to the group to be filled in.

It was decided that a proforma with officer roles will also be sent out to the group. Anybody interested can fill it in stating which role they are interested in and why.

[Action: Mandy]: To send out a Proforma to the group.

As a result of wanting to make the process as open and inclusive as possible, it was agreed by the group that posters will be put up in the parish before the next meeting inviting people interested in being on the Steering Committee and/or wanting an officer role to contact Mandy Eccles.

[Action: Mandy]: Posters to be put up in the Parish.

The election of officers will take place at the next meeting.

7. Draft constitution of Steering Group: format & terms to be agreed.

Everyone was asked to read the draft constitution before the next meeting then, once the Steering Group has been formed, the constitution will be agreed at the next meeting.

[Action: All]: If anyone requires clarification about any areas of the draft constitution please contact Mandy & Colette.

8. Formation of initial working group: to analyse questionnaire and draft main survey.

Volunteers for this group are: John, Pete, Elaine, Katie, Mary, Franny, Mandy. A date for this group to meet was arranged at the end of the meeting.

(Mon 23rd May 8pm @ 48 School Lane)

Colette reported that she has a meeting with the school council on the 19th May to enable children in the village to give feedback on the Parish Plan.

The group discussed the importance of having feedback from the elderly, teenage and younger members of the parish.

9. Communication to village:
key players/groups/distribution/volunteers/businesses.

This has been covered under other items.

10. Proposed future meetings:
June – formation of Steering Group & election of officers / agree constitution
form working group to agree main survey content
September - form working groups to analyse survey results
November – forming initial action plan

Date of the next meeting will be Wednesday 22nd June at St Helen's School 7.30pm.

[Actions]:

- **[Action: Mandy]:** Minutes of meetings to be sent to the Borough Councillors.
- **[Action: All]:** Everyone to read the booklet: "The Steering Group: What is the Steering Group and what does it do?" and if there any questions please contact Mandy or Colette who will then feed on to John Heselwood.
- **[Action: Mandy]:** To circulate a skills audit to the group to be filled in.
- **[Action: Mandy]:** To send out a Proforma to the group to be filled by anyone interested in an officer role on the Steering Committee.
- **[Action: Mandy]:** Posters to be put up in the village inviting anyone interested in being on the Steering Committee or an officer role to contact Mandy.
- **[Action: All]:** Everyone to read the draft constitution and if clarification is required please contact Mandy.