

Rixton-with-Glazebrook Parish Plan Group

Steering Group Meeting Minutes

Wednesday 27th July 2011

St Helen's School, 7.30-10pm

Steering Group members present: Pete Higson (Chair), Phil Atkinson (Treasurer), Mandy Eccles (Publicity), Linda Ogden, Helen Waite, Liz Clarke (Parish Council, Assistant Chair), Keith Hanson, Anne McArthur, Katie Chambers, Mary Barbour, Sharon Piggin, David Dronsfield, Jill Eaves (Secretary)

Also present: Claire Jones (Cheshire Community Action), Diane White (East Warrington Area Co-ordinator), Colette Fairfax, Mylvia Hunt, Harry Hunt, John Eccles.

1. Introduction and Welcome by Chair (Pete).

The Chair welcomed the group to this first Steering Group meeting. Everyone introduced themselves to the group. The Chair advised the group that although this is a serious process we must ensure that we enjoy it and that if anyone feels they need help at any time during this process they must say so.

2. Apologies

Joan Hill, Maureen Banner (Parish Council Chair), Andy Eaves, Bethan Roberts.

3. Agreeing and signing the Constitution by all Steering Group members.

The Constitution was agreed by the Steering Group and it was signed and dated by all members present. Andy Eaves and Maureen Banner will sign it at the next meeting.

[Action]: Maureen and Andy to sign the Constitution at the next meeting.

4. Volunteers/nominations for the position of Vice Chair.

There were no volunteers/nominations at this point so it was deferred to "Any Other Business".

5. Treasurer's Report (Phil)

The Treasurer reported that due to increased work commitments he is unable to give any time to the Treasurer role but will remain on the Steering Group. He has offered

to advice and guide the new Treasurer. The Chair thanked him for informing the group and then asked the Steering Group if there were any volunteers or nominations for this role.

Diane White reported that the role of Treasurer is essential and that training is available. There were no volunteers at this point so it was deferred to “Any Other Business” to give the group time to consider.

6. Update/feedback from the “Big” Questionnaire Working Group.

The Update was presented by John Eccles:

PARISH PLAN SURVEY

Interim Report for Steering Group Meeting of 27.07.11

From the initial questionnaire the comments and points raised have been analysed and grouped into the following categories:-

1. Getting Around
Transport, traffic, cycling, walking, parking, speeding, street lighting, roads, pavements and footpaths.
 2. Recreation and Leisure
Events, village green activities/equipment (both in Hollins Green and Glazebrook) and Rixton Claypits.
 3. Village Life
Considering the ‘look of the Parish’, dog fouling, tipping, litter, hanging baskets, open spaces, the camps on Bank Street and the cemetery.
 4. Development
Recycling, energy schemes and housing.
 5. Shopping
Village shops, cafe, take-away, tea shop etc.
 6. Community
Social and community life in the Parish.
 7. Demographics
Post code, parish connection if not resident, gender and age group.
- Q. *Are there any further categories to be considered?*

Q. *Do any of the existing categories need expanding?*

The survey format and question style is being developed with consideration to the length of the survey; discovering respondent's desires and experiences; whether responses from more than one respondent can be incorporated and whether a separate section for young respondents is needed.

Q. *Are there other development points to note?*

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The aim is to have an initial draft ready by early September.

Other points that need clarifying:-

1. If it is felt that we end up with one survey document per respondent, how many should be posted through each letter box?
2. The survey will be available on-line. Will this be on hollinsgreen.net or are we having a Parish Plan web site? Who is to create the on-line survey?
3. Should the hard copy be A5 booklet or A4?
4. Are we to provide stamped addressed envelopes to each household?
5. What is the deadline for distribution?
6. When do we want them to be returned by?
7. Is funding in place for the survey and stamped addressed envelopes? Postage alone will be in the region of £350.00.

The group discussed the questions raised by the working group and the following comments and decisions were made:

- Categories:
It was agreed that there was enough categories to incorporate all topics commented on in the first questionnaire.
- It was agreed that there was no need for expansion of any of the categories.

Liz reported that the mobile library service has now been stopped perhaps we could introduce a community library and borrow stock from Libraries. This would be of great benefit to the community particularly the elderly. Colette also added that primary school children living in the village could complete the questionnaire on-line in school. Computer suites at the school could also be used for online submissions with help from children volunteers which would also be beneficial for the elderly.

Claire reported that she had a draft copy of a young person's questionnaire if required. It was agreed by the group that young children and teenagers views must be incorporated.

The Steering Group discussed and clarified the following points raised by the working group:

1. One survey document per household/ per person?

It was agreed that there would be one survey document per household with extra forms available and the option to fill in the questionnaire online.

Concerns were raised about respondents filling in both the print and on-line version but it was agreed that this wasn't really a problem as all responses are positive.

The parish has a population of one thousand nine hundred and there are nine hundred houses.

Claire advised that incorporating more than one respondent on the questionnaire can be very confusing when it has to be analysed later. She also advised to include open ended questions and comments. John is going to consult Claire when the questionnaire has been drafted.

2. The survey is going to be available on-line, where is it going to be posted?

It was agreed that it will be posted on Hollinsgreen.net.

[Action]: Colette to speak to Dave Taylor about creating it.

Setting up a Facebook page was also suggested which may appeal to younger people.

[Action]: Jill to speak to Natalie about it.

3. Should the hard copy be an A5 booklet or A4?

It was agreed to be an A5 booklet, but Claire did advice that this should be decided after the questions have been produced.

4. Stamped addressed envelopes?

It was agreed that this was too expensive and not a guarantee that every household would use them. It was decided that posting boxes around the village will be used as they have been used previously. Claire suggested asking for respondent's postcodes which could be filled in on a cut off slip which could be analysed when returned and then areas with a low response could be targeted.

5. The deadline for distribution?

The aim is to start to distribute at the end of September after trialing. This may not be achievable and Claire added that producing the questionnaire can often take longer than anticipated. Mandy reported that posters will go out before to tell people that the questionnaire is about to be distributed.

6. When do we want to have them returned by?

Claire advised about a month. We would definitely want all replies back by the end of November. The newsletter which is sent out at the beginning of November could be used as a reminder.

7. Is there funding for the questionnaire?

Colette reported that Hamilton Davies Trust are funding the production of the Big Questionnaire. It was agreed that we will provide them with an estimate of the cost. The printing will be done in-house or if complicated folding is involved it will go out to a local printer.

Claire also suggested that a prize draw would boost responses. Local sponsors could be approached in return for free advertising. Respondent's names and addresses would have to be put on a cut off slip which would have to include a confidentiality statement.

Claire offered to send the group a questionnaire guide.

[Action]: Claire to send Jill the guide to distribute to the Big Questionnaire working group and the steering group.

7.0 How we communicate with the Parish Council and the Borough Council.

Liz reported that the minutes are an official update on how the group is progressing and she and Maureen are both members of the Steering Group. They will regularly report on the Plan at Council meetings. Diane also reports back to the Area Board and makes sure colleagues are fully aware of the progress of the plan.

Diane reported that the Neighbourhood have added Rixton-with-Glazebrook Parish Plan to the support they have given to Culcheth's Parish Plan. There is funding available in this financial year when the group are ready to apply. Colette reported

that Hamilton Davies Trust may fund up to the Plan stage and we need to look at timescales and when to bid for funding when it is available.

8. Timescales.

Timescales for the questionnaire have been agreed. Data analysis will follow this. Claire agreed to send a project plan template as a guide.

[Action]: Claire to send Jill a template project plan for circulation to the group.

9. Venues for future meetings.

The venue for the next meeting will be Rixton Methodist Chapel, Chapel Lane. Thanks to Linda Ogden for this. Other possible venues are: The Rhinewood Hotel, The Black Swan, Glazebrook Methodist Chapel and the offices at the Clay Pits. The cost of using these venues does have to be considered.

10. Funding.

Diane reported that the Neighbourhood pot had funding for up to £5000 for projects or production of the plan. This only applies to the remainder of this financial year. The following year is uncertain. It was agreed that applying for funding was too early at this time and that the end of November when we have a new Treasurer and the survey has been returned would be the best time. The group was also advised to keep a record of volunteering time, including working groups, meetings and school bookings. Colette reported that ceiling projectors will be installed in the school next week which can be used for presentations.

11. Letterheads/Stationary.

The group agreed to use the same photographs used in the original booklet promoting the Parish Plan. Mandy is going to produce draft letterheads.

[Action]: Mandy to produce draft letterheads.

12. Publicity (Mandy)

Everybody will be kept informed of the group's progress. Minutes will be published on Hollinsgreen.net within two weeks of each meeting. Posters will be put up on the notice boards in Glazebrook and Hollins Green also in the post offices, The Black Swan and around the village telling people that the questionnaire will be sent out soon.

It was also suggested that email addresses could be requested in the questionnaire and then a database could be produced. The boards (with our progress so far) will also be put up at the Community day at the Black Swan on Saturday.

13. Date of the next meeting.

The date of the next meeting will be Wednesday the 7th September 2011, 7.30pm at Rixton Methodist Chapel.

14. Any Other Business.

- Colette reported that the children at St Helen's school have now received their certificates in assembly. She also mentioned the company that had produced the presentation boards (which were at the meeting).have also producing a document which has an interesting view on facilities in the village, how things can be improved and areas which are currently being under used. This document is in final draft but Colette will email Jill a copy for distribution to the Big Questionnaire working group and the Steering Group.

[Action]: Colette to email this when available to Jill.

- Pete raised the issue of the steering group having a voting system when issues are discussed but it was decided that this wasn't needed at this stage.
- Pete asked again for volunteers for the role of Treasurer. There were no volunteers at the meeting so Elaine Clipson was nominated by Mandy Eccles and seconded by Pete Higson. She was contacted and kindly agreed to take on the role. Helen Waite stepped down from the Steering group so that Elaine could join.
- Pete asked again for volunteers or nominations for the role of Vice Chair. Linda Ogden was nominated by Mandy and seconded by Pete.
- Pete and Mandy thanked Phil on behalf of the Steering Group.

15. Actions.

[Action]: Andy, Maureen to sign the constitution at the next meeting.

[Action]: Colette to speak to Dave Taylor about creating and publishing the on-line survey on Hollinsgreen.net.

[Action]: Jill to speak to Natalie about setting up a Facebook page.

[Action]: Claire to send Jill a questionnaire guide to be distributed to the Big Questionnaire Group and the Steering Group.

[Action]: Claire to send Jill a template Project Plan for distribution to the Steering Group.

[Action]: Mandy to produce draft letterheads.

[Action]: Colette to email Jill the document produced by the company who designed the boards for distribution to the Big Questionnaire Group and the Steering Group.