

Rixton-with-Glazebrook Parish Plan Group

Steering Group Meeting Minutes

Wednesday 7th September 2011

Rixton Methodist Chapel, 7.30pm

Steering Group members present: Pete Higson (Chair), Linda Ogden (Vice Chair), Elaine Clipson (Treasurer), Mandy Eccles (Publicity), Phil Atkinson, Keith Hanson (Community First Responder), Anne McArthur, Sharon Piggin, Andy Eaves, Jill Eaves (Secretary)

Also present: Claire Jones (Cheshire Community Action), Sarah Baron (Cheshire Community Action), Diane White (East Warrington Area Co-ordinator), Colette Fairfax, Helen Waite, Steve Weight, John Eccles, Kay Payne, Judith Rose, Mark Culleton and Morizio Lucchesi (Police Community Support Officers- were present at the beginning of the meeting, but had to leave due to an incident)

1. Introduction and welcome by the Chair (Pete).

The Chair welcomed the group to this second Steering Group meeting and commented on the good turnout once again.

2. Apologies

Mary Barbour, Harry and Mylvia Hunt, Joan Hill, Maureen Banner (Parish Council Chair), Liz Clarke (Parish Council Assistant Chair), Cllr. Bill Brinksman, Katie Chambers, Bethan Roberts (PCSO).

2.1, Approval of the minutes of the last meeting on the 27th July, 2011.

The minutes were agreed to be an accurate record of the last meeting.

3.0 Actions from the previous meeting.

- Andy and Maureen to sign the constitution at the next meeting.

Andy signed the constitution at this point.

[Action]: Chair to contact Maureen regarding signing the Constitution.

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

Colette reported that “Survey Monkey” <http://www.surveymonkey.com/> is user-friendly and for a cost of £24.00 per month we can choose from fifty one templates, have unlimited questions and one thousand responses. It would be live for two months and there would be a hotlink to Hollinsgreen.net.

[Action]: John to liaise with Natalie at the next “Big questionnaire” Group meeting regarding the online survey and hot linking it to Hollinsgreen.net.

Claire reported that “Survey Methods” <http://www.surveymethods.com/> was an alternative survey site.

- Jill to speak to Natalie about setting up a Facebook page.

Natalie has been working on the Facebook page and it is nearly ready to go.

- Claire to send Jill a questionnaire guide to be distributed to the “Big Questionnaire” Group and the Steering Group.

This has been done.

- Claire to send Jill a template Project Plan for distribution to the Steering Group.

This has been done.

- Mandy to produce draft letterheads.

This was done and sent to the Chair and Secretary for approval. They were very pleased with them and agreed to them being the group’s letterheads. Mandy distributed them to the group at the meeting.

- 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.

This has been done.

4.0 Treasurer's Report (Elaine)

Elaine reported that opening a bank account is progressing and she only has an account number at this stage. It should be completed by the next meeting. There will be three signatories (Treasurer, Chair and Secretary) and any two signatures will be required.

5.0. Book Exchange (Diane White)

Diane reported on the Book Exchange scheme. This is in response to Liz Clarke reporting at the last meeting that the mobile library had been stopped and that we could introduce a community Library. Jill distributed "Handbook for volunteers : A guide to [Insert name] Book Exchange".

[Action]: Jill to email document to the Steering Group.

Diane reported that Joe Unsworth from Warrington Libraries is happy to support this. A location to provide this service would be needed and the group discussed the small storage room in the Community Centre as a possible location. It was decided that this information should be forwarded on to Liz Clark and the Parish Council.

[Action]: Diane to forward this information to Liz Clarke.

6.0 "Big Questionnaire Update (John)

They have had three further meetings since the last meeting, and they have had assistance from Hamilton Davies, an initial, though incomplete draft.

A further category of Communication has been added and Public Services is being considered as a short sub-category as well.

A short youth survey is being drawn up by Natalie and they will work in conjunction with St. Helens school to obtain the views of the under 11's. The 11-17 group is however, more than welcome to complete the main survey as well.

The main survey is designed to be completed individually so they would propose dropping two per household. If more are required then there is the opportunity to request them (or to complete the survey on-line).

As the initial draft is completed next week following their meeting on the 13/09/2011 they will email or deliver a copy to each member of the Steering Group inviting their comments on:

- a) The overall look of the survey document.
- b) The wording of the introduction and guidance notes.
- c) The breadth and depth of the questions

John also asked the group if the respondent wants to post the survey back, which address should be used.

It was agreed by the Steering Group that the Chair's address will be used.

The locations of the posting boxes will cover all areas. John reported that they are on target to have a trial at the end of September. This will involve the survey being distributed to a small sample of people who have had no previous involvement with the survey to complete and feed back to the group.

The chair thanked the working group for all their efforts so far and commented that it has been difficult at times to include everyone's ideas.

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7.0 Woodland Trust. (Andy)

Andy reported that he has made contact with the Claire Burnside from the Woodland Trust and they have offered free advice on how to ecologically manage the area of woodland owned by the Community centre.

[Action]: Colette offered to contact Harold Bate regarding this.

Judith offered her support to this idea and also advised Andy to contact Gordon Smithies, who lives closest to the area and is very knowledgeable on the history of the wood. Mandy suggested that native Blue Bells could be planted in this area.

Andy reported that the Woodland Trust are also willing to donate (upon application) between one hundred and five and four hundred and twenty saplings to be planted in an area accessible to the community. Applications have to be made before early February 2012. Andy asked the group for suggestions of possible locations.

8.0 Funding.

Diane advised that the Steering Group should apply for funding (up to £5000) before the end of this financial year. A funding working group will be set up to do this and Colette volunteered to take the lead.

9.0 Publicity (Mandy)

The information boards have been displayed at the Black Swan Community Day and they attracted a lot of interest. They have also been displayed at the Red Lion Community Day and will be displayed at the Village show this Saturday, the Scouts Open Day in October and the Rhinewood hotel in December. Dates of future meetings will also be "In The Know" and minutes from all the meetings will be on Hollinsgreen.net within two weeks of each meeting.

Claire advised that we should have additional consultation with community groups in the area in order to boost response rates. The average response rate is 49%, but in smaller areas it is usually higher.

10.0 Volunteers to distribute the "Big Questionnaire"

Anne volunteered to deliver questionnaires to the Rixton moss area. Colette volunteered her husband and Helen and Steve Weight also volunteered to distribute. Jill also included people who volunteered at the meeting on the 22nd June. They are:

Kay Payne, Harry and Mylvia Hunt, Judith Rose, Pete and Joyce Higson, Jill and Andy Eaves, Mary Barbour, Liz Clarke, Phil Atkinson, Linda Ogden, Enid and

Terry Probert, Mandy and John Eccles, Katie Chambers. Mandy to co-ordinate volunteers in liaison with Jill.

[Action]: Jill to look at the skills audits and add additional people who also offered to deliver the questionnaire.

The group then discussed who would contact each community group to encourage members to fill in the questionnaire. It was emphasized that although some of the members don't live in the area, they do use the facilities, so their responses are important. Linda offered to speak to the bowling group and mums and tots. Mandy offered to contact the minister at St Helen's church to ask him to include it in his notices and also to contact pre-school. Colette offered to speak to the Youth Group leader and the Scouts leaders. Helen, Anne and Pete also volunteered to contact other community groups in the area. Mandy to co-ordinate linking volunteers with community groups.

The group also discussed having a raffle for the local youth groups to encourage them to fill in the questionnaire. An iTunes voucher or Game voucher was discussed as a possible prize. Claire advised on child protection issues in this area including if parental consent is needed for children to enter a draw.

[Action]: Claire to check on this.

11.0 Any Other Business

Elaine reported that our accounts will be need to be audited at the end of the year. Phil offered to pass them on to an accountant colleague.

Claire advised that we complete the Parish Plan template timeline up to our present position and also look at the full guide, appendix 3 and complete the questionnaire tick list. She also advises that we include population and history in the plan. Diane reported that Warrington Borough Council can provide local maps.

[Action]: Chair to update the Project Plan template timeline.

Timescales were discussed. The questionnaire should be back by the end of November, results will be available in January and then funding should be applied for February.

Elaine requested that we record stationary costs and in kind gifts including time and venues for meetings as this has to be reflected through the accounts. We should pass this information directly to Elaine.

It was also agreed by the group that donations will be made for tea, coffee and biscuits at future venues

12.0 Set dates for future meetings.

Dates were set for the following meetings. Venues to be confirmed:

Wednesday 19th October, 2011, Rixton Methodist Chapel, Chapel Lane, 7.30 pm.

Wednesday 7th December, 2011, 7.30 pm.

Wednesday 18th January, 2012, 7.30 pm

Wednesday 29th February, 2012, 7.30 pm

[Action]: Jill, Pete to confirm venues before November so they can be included in "In the know".

Claire suggested that when we have our results we have an open meeting to display them as an exhibition. This would probably be in March 2012, twelve months on from the initial consultation. At this stage the Steering group would be in a position to discuss the action plan.

13.0 Actions.

[Action]: Pete to contact Maureen regarding signing the Constitution.

[Action]: John to liaise with Natalie at the next questionnaire working group regarding setting up the online survey and hot linking it to Hollinsgreen.net.

[Action]: Jill to email Book Exchange document to the Steering Group.

[Action]: Diane to pass on information on the book exchange to Liz Clarke and the Parish Council.

[Action]: Colette to contact Harold Bate regarding the Woodland Trust offering advice on the wooded area owned by the Community Centre.

[Action]: Jill to look at the skills audits and add additional people who offered to deliver the questionnaire.

[Action]: Claire to provide information on children entering prize draws.

[Action]: Pete to update the template Project Plan timeline.

[Action]: Mandy to liaise with Jill and volunteers re: survey distribution and Community Group's liaison.

[Action]: Jill, Pete to confirm future meeting venues before November so they can be included in "In the know".