

Rixton-with-Glazebrook Parish Plan Group

Steering Group Meeting Minutes

Wednesday 7th December 2011

Rixton Methodist Chapel, 7.30pm

Steering Group members present:

Pete Higson (Chair), Linda Ogden (Vice-Chair), Elaine Clipson (Treasurer), Mandy Eccles (Publicity), Liz Clarke (Parish Council Vice Chair), Mary Barbour, Andy Eaves, Katie Chambers, Keith Hanson (Community First Responder), Sharon Piggin, Jill Eaves (Secretary).

Also present: John Eccles, Karen Armstrong, Francis Glynn, Colette Fairfax, Helen Waite, Joyce Higson, Judith Rose, Mylvia Hunt, Harry Hunt, Marion Offord.

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

The Chair welcomed the group to this final Steering Group meeting of the year. He thanked all the volunteers who delivered the Surveys.

2. Apologies.

Maureen Banner (Parish Council Chair), Diane White (East Warrington Area Co-ordinator), Claire Jones (Cheshire Community Action), Phil Atkinson, Anne McArthur, Joan Hill, Bethan Roberts (PCSO).

3. Actions from the minutes of the last meeting (19th October 2011).

[Action]: Maureen to find out the cost of library book trolleys at Woolston High School.

These trolleys have now been taken by another school.

[Action]: Pete to email the updated timeline to Jill, to be distributed to the Steering Group

[Action]: To be carried forward to the next meeting.

[Action]: Jill to contact Linda Ogden to book Rixton Methodist Chapel for the 7th December.

This has been done.

[Action]: Mandy to book St Helens School for the next Steering Group meetings on the 18th January and 29th February 2012.

These dates have now been booked.

[Action]: Mandy to include these venues and dates (when confirmed) in “In the Know”.

This has been done.

[Action]: Pete and John to arrange to meet up and produce a list of local businesses.

Pete and John have met up and drew up a list of local businesses. Surveys were distributed to them and five were returned completed.

[Action]: Diane to contact Culcheth Parish Plan Group regarding public liability insurance and cost and email Jill.

Culcheth Parish Plan Group has confirmed that they don't currently have public liability insurance. The Group discussed whether we still required it now that the surveys have been distributed and collected. Please refer to item 7.

[Action]: Jill to email contact details of members of the Analysis Group to Karen Armstrong so that she can arrange an initial meeting.

This has been done.

[Action]: Pete to arrange meeting with Diane and Colette to produce a bid for funding.

See item 7.

[Action]: Mandy to liaise with volunteers regarding distribution of the survey.

This has been done.

[Action]: Mandy to prepare, distribute and collect collection boxes and take to the meeting on the 7th December.

This has been done.

4. Pre-analysis (John).

The collection boxes have now been emptied and the surveys collected and counted. We have received 346 surveys in total. Three hundred and sixteen adult surveys, of which thirty six were completed online and thirty youth surveys. This is a rough estimate of a 17% return. We have had responses from all areas within the Parish. One hundred and fifty of the returned surveys included contact details, some of these also expressed an interest in being in one of the working groups. This information has been split from each survey and Mandy has created a database to store this for future use.

[Action]: Mandy to send Jill the database so she can thank everyone who have included an email address.

[Action]: Pete and Jill to put together a thank you letter to be posted through the doors of people who have included their postal addresses.

[Action]: Mandy to include a thank you message in the March edition of "In the Know" and also a note where the collection boxes were placed.

A thank you message has also been placed on the website when the online survey was closed down.

[Action]: Karen to remove contact details from the online surveys and parent's names from the completed Youth Surveys.

Mandy also reported that the collection box at Glazebrook Post Office was a very popular.

5. Survey Analysis Group Report (Karen).

The Analysis Group met two weeks ago and they have decided to use Survey Monkey as an analysis tool which will mean that data from the surveys will be input onto it. The results will then be transferred to an Excel spreadsheet. The surveys will be distributed between the group and Karen emphasized the importance of people contacting Karen if they are having problems working on this. Karen also added that analysis will be straightforward initially when looking at the yes/no questions and scale questions. Free text will then be looked at closely afterwards. They will be looking for common ground in this area.

[Action]: Karen to look for good quotes from the survey and the Youth Survey to go into the plan.

John added that the free text responses will be very helpful to the working groups when they are formed and that it is important that they refer back to these comments. It was also discussed that there will be two types of working groups. One that sets up projects like the shop and the other which has to influence people for example the outstanding traffic issues in the Parish. The Analysis Group are due to meet up again on the 25th January. The group then enquired about additional grit boxes in the Parish. Liz reported that there are no plans for this at the moment and she added that although Manchester road has already been gritted this year and was last year, that it isn't a priority route for the Council gritters.

[Action]: Liz to ask about an additional grit box on the junction of Chapel Lane and Moss Side Road at the next Parish Council meeting.

There is now a grit box on the junction of Chapel Lane and Moss Side Lane (22/12/2011)

[Action]: All to contact Liz if there are other areas in the Parish which they think need a grit box.

6. Prize Draw.

The winner of the Prize draw was Brenda Lennie (drawn out by the Chair). Brenda has won a £30.00 meal voucher to be used at an establishment of her choice in the Parish.

[Action]: Mandy to ask Brenda if her name can be printed in "In The Know".

Brenda has since agreed to have her name included in "In The Know".

7. Youth Survey.

Colette reported after discussion with the Head teacher at St Helen's school, they propose that year six children complete a mini survey individually and the younger children in years three, four and five do classroom work to obtain an overall class opinion. Year six children will also analyse their results. Questions will be drafted for January. The group agreed with this. Mandy also reported that Culcheth High School have been very supportive to the plan and children living in the parish filled in the survey after assembly one morning and thirty surveys were returned.

8. Funding Update/Applications for grants.

Collette, Pete and Diane have met and put together an application for funding from "Community Chest" (permits up to a value of £500.00) for book trolleys and also applied for funding from "Stronger Together" for the printing costs of the final plan, meeting room hire, the launch of the plan and public liability insurance. Increasing the subscription to Survey Monkey for a further two months was also added to the bid after the meeting. Pete reported that we now have funding for the book trolleys, but we haven't had a result from the "Stronger Together" bid yet.

Liz reported that the Head Teacher at St Helens School has confirmed that they are not able to host the Book Exchange due to security issues. The Community Hall has previously been approached and turned down as a possible venue, but it was agreed by the group that they will be approached again.

[Action]: Liz to ask Judith Barnard to bring this up at the next hall meeting (31st January).

Harry and Mylvia Hunt said that Glazebrook Methodist Chapel could be used as an additional venue so the Community Hall would only be required every fortnight.

9. Working groups: volunteers how many, contact details.

It was agreed by the group that working groups should be referred to as “Action Groups” rather than “Working Groups”.

Karen reported that the Analysis Group will have a feel for importance of some issues when they meet again in January and they will have recommendations and priorities for the Steering Group meeting in February. Action Groups will probably need to be set up from March onwards along with the launch of the Action Plan. Each Action Group will have a co-ordinator who will report back to the Steering Group.

10. Any Other Business.

Colette proposed that the Steering Group start to think about the final Parish Plan Publication because the process could take a long time. She has looked at lots of other parish plan documents which have included demographics, maps, and history of the village. She suggested we approach other groups for assistance, for example the History Society.

[Action]: Mandy and Colette to put some ideas together on the final Parish Plan Publication for the next meeting.

Pete reported that this is an ideal opportunity to pull together all aspects within the Parish. He thanked everyone for all their hard work this year and as we are all volunteering our time if anyone is finding the pressure of this additional work difficult please contact him.

11. Actions

[Action]: Pete to email the updated timeline to Jill, to be distributed to the Steering Group.

[Action]: Mandy to send Jill the database so she can thank everyone who have included an email address.

[Action]: Pete and Jill to put together a thank you letter to be posted through the doors of people who have included their postal addresses.

[Action]: Mandy to include a thank you message in the March edition of “In the Know” and also a note where the collection boxes were placed.

[Action]: Karen to remove contact details from the online surveys and parent’s names from the completed Youth Surveys.

[Action]: Karen to look for good quotes from the survey and the Youth Survey to go into the plan.

[Action]: All to contact Liz if there are other areas in the Parish which need a grit box.

[Action]: Liz Clarke to contact Judith Barnard regarding asking again at the next Hall meeting on the 31st January that the Community Hall be used as a venue for the Book Exchange.

[Action]: Mandy and Colette to put some ideas together on the final Parish Plan publication.

12. Date and venue of the next Steering Group meeting.

The next meeting is on Wednesday the 18th January, 2012 at St Helens School, Hollins Green at 7.30pm.