

Rixton-with-Glazebrook Parish Plan Group
Steering Group Meeting Minutes
Wednesday 19th October 2011
Rixton Methodist Chapel, 7.30pm

Steering Group members present:

Pete Higson (Chair), Elaine Clipson (Treasurer), Mandy Eccles (Publicity), Maureen Banner (Parish Council Chair), Liz Clarke (Parish Council Vice Chair), Phil Atkinson, Katie Chambers, Keith Hanson (Community First Responder), Sharon Piggin, Jill Eaves (Secretary)

Also present:

Diane White (East Warrington Area Co-ordinator), John Eccles, Karen Armstrong, Judith Rose, Enid Probert, Fran Glynn, Phil Pickering and Morizio Lucchesi (PCSOs) - present at the beginning of the meeting, but had to leave due to an incident)

1. Introduction and welcome by the Chair (Pete).
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The Chair welcomed the group to this third Steering Group Open Meeting.

2. Apologies

Linda Ogden (Vice chair), Mary Barbour, Ann McArthur, Andy Eaves, Colette Fairfax, Helen Waite, Claire Jones (Cheshire Community Action), Joan Hill, Cllr. Bill Brinksman, Bethan Roberts (PCSO).

3.0 Actions from the minutes of the last meeting (7 th September, 2011)
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[Action]: Pete to contact Maureen regarding signing the Constitution. **Done.**

[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. **Ongoing.**

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

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

Diane reported that West Warrington have already established a book exchange and if anyone would like more information please contact Diane.

Liz also reported that the head at St Helens school has a small room available which can be accessed from the side of the building independently from the school. The Board of Governors have agreed to this, but it has now been passed on to security. The aim is for it to be open two

hours each week. Maureen also reported that Woolston High school is closing shortly and there are some Library book trolleys available for sale.

[Action]: Maureen to find out the cost of the book trolleys.

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

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

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

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

Pete reported that he is working on it and he will email it to the Steering Group when updated to our present stage.

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

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

The list of volunteers has been drawn up, but contact hasn't been made yet.

[Action]: Mandy to Liaise with volunteers re- distribution of the survey.

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

Pete reported that he had contacted the Rhinewood Hotel as a future venue but it was agreed to be too expensive. Rixton Methodist Chapel will be the venue for the next meeting on Wednesday the 7th December, followed by St Helens School on the 18th January and the 29th February 2012. Rixton Methodist Chapel will be the second choice if the school isn't available for these dates.

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

[Action]: Mandy to contact St Helens school to book it for the 18th January and 29th February.

[Action]: Mandy to include these venues and dates in "In the Know".

4.0 Treasurer's Report (Elaine)

Elaine reported that the bank account is now open from this week and the cheque from the garden safari has now been paid in. She has also started to receive costs in kind from members of the group.

5.0 . Update/Feedback from the Survey (John)

Interim report for the Steering Group meeting: John Eccles.

The working group have had three further meetings since the last Steering Group meeting and they have now produced, with assistance from Hamilton Davies, what they believe to be a complete draft subject to any final minor amendments.

They are planning on distributing this during the week commencing 07/11/11 posting two copies to each household with further copies being available upon request if required, as well as online. Most importantly they need a "return by" date.

This was agreed by the Steering Group to be the 25th November 2011.

A short youth survey is being drawn up by Natalie and we shall work in conjunction with St. Helens school to obtain the views of the under 11's. The 11 to 17 group is however, more than welcome to complete the main survey as well. The online survey is now in hand and this will be linked to hollinsgreen.net with the aim of having this finalised by 04/11/11.

John raised the following points that required finalising by the group:

1. Prize draw:

- This has been proposed as a £30.00 meal voucher that can be used at any of the three establishments in the Parish?

This was agreed and the cost will be taken out of PPG funds.

- When should we state that this will be drawn?

Agreed to be at the meeting on the 7th December.

- Who will make the draw and where?

Agreed to be a member of the Steering Group, possibly the Chair.

2. Distribution.

- The distributors need to be organised for distribution to the households.

Mandy is going to contact all volunteers during w/c 31/10/11.

- The distributors going to local businesses and activity groups need to be agreed upon – who, when, which groups etc?

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

Mandy has contacts for local groups and Societies and will liaise with volunteers to visit these.

- Distributor codes for the survey document.

It was agreed that they will be used because they can provide valuable information on response rates when analysing.

- Whether insurance for the distributors is needed.

It was agreed that public liability insurance was needed for distributors. John reported that Claire had sent information from Zurich insurance. Diane also stated that this can be included in bids for funding. She reported that Community Chest will assist with up to 75% of the cost of a project but would require 25% match funding. She would also check which insurance Culcheth's Parish Plan group had used and report back to Jill.

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

3. Collection Boxes

- Need preparing and distributing. Mandy reported that this is in hand.
- The collection of boxes – who and when? Mandy reported that they will be collected by the end of November.
- A date for opening and storage of the completed surveys before analysis: It was agreed that the surveys will be brought to the meeting by Mandy on the 7th December, opened and counted, in preparation for analysis.

4. Publicity

- Do we need posters to remind people to complete and return their surveys?

It was agreed that posters will be put up during the w/c the 14th November reminding people to complete the survey. All surveys received by December the 7th will be entered into the prize draw. It was agreed that this will be the only method of chasing up the surveys. Members of the Steering Group will not be entered in the prize draw, but family members will be able to. There will also be additional posting boxes when they become full. It was also noted that Hollins Green post office was asked but did not want to be a collection point.

5. Analysis

- New working group with the appropriate skills should be formed to analyse the results.

The Analysis Group will begin work in December. Volunteers for this group were: Karen Armstrong (who volunteered to be co-ordinator), Phil Atkinson, Elaine Clipson, Katie Chambers, Keith Hanson, Fran Glyn, Jill Eaves.

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

- A date for the analysis to be completed by is required.

Results should be ready for the February meeting. The group discussed contacting local organisations and/or sixth forms and university campuses for help with the analysis or as a project opportunity.

- A date and venue for the public presentation of the results is required.

A date in March for the public presentation will be decided by the Analysis Group.

Is there anything else that the meeting feels that we need to do before printing?

There was nothing else reported.

With regards to costs it is estimated that the production of 2,500 copies will cost in the region of £500.00. In addition, there is a further cost of proofs etc, in getting to the final draft stage. This is all being sponsored by the Hamilton Davies Trust. Any help that can be given to staple and bundle the surveys will help reduce the production costs – volunteers please contact Mandy.

Liz, Katie, Pete, Judith and Elaine volunteered to staple and bundle.

John thanked everyone for their feedback on the survey and Pete in turn thanked the working group for all their hard work which has resulted in an excellent survey in a very short amount of time. He also thanked Mandy for all her help finalising the survey.

6.0 Woodland Trust (Andy)

Jill reported on this as Andy was unable to attend the meeting:

Woodland Trust Meeting @ Community Centre Woodland

7th October 2011, 0930

Attendees

- Claire Burnside Woodland Trust Adviser
- Harold Bate representative from the Community Centre
- Collette Fairfax
- Andy Eaves

A possible project to enhance the wooded area for flora and fauna and create a path through the centre. Create a display board showing the routes of local walks and a picnic table on the grass next to the lay-by.



Recommendations from the Woodland Trust (Claire Burnside)

1. Firstly I would recommend that the parish distinguishes responsibility of maintenance for the strip of woodland/area of land. You could first raise the point of the street lighting and the encroaching branches of trees.
2. If responsibility of maintenance lies with the Community Centre then I would recommend that a tree safety report is carried out on the boundary trees and the woodland as a whole. As a landowner there will be a duty to ensure that these trees are in a reasonable safe condition. If it's the council then it's their responsibility.

Ideas to enhance woodland area if the parish so wishes:

1. Creation of an informal path route through the strip of woodland for public access. This would involve some small scale felling and pruning of trees. Possibility of involving the local community.
2. Planting of wildflowers seeds on the roadside boundaries Land life Wildflower Centre would be a good contact to start with. They would be able to provide a suitable species mix for the location. Or it might even be worth contacting the council with what's been sown already on the site. They may well provide you with a species list of which you could then use. Opportunity to get the local community involved.
3. Bluebell plug planting interspersed within the woodland area. Again, community involvement.
4. Or lastly, do nothing. Allow the semi mature woodland to naturally develop.

Let me know how you get on. Ultimately my time is limited to managing the Woodland Trust estate and promoting Woodland Creation however, happy to answer any queries/concerns the parish has on the above.

As this area of woodland belongs to the Community Centre, these ideas are being taken to the next Community centre meeting which is on the 28th November. Andy will report back at the next meeting.

Concerns were raised regarding children wandering onto the road if a path was introduced through the woodland.

7.0 Funding.

Diane advised that the Steering Group should now apply for funding. It was agreed that Diane, Pete and Colette should get together to start the process. Insurance, library trolleys, and part funding of the Parish Plan should be included in the bid. Anyone else interested in being involved should contact Pete (pete.higgy@virgin.net)

[Action]: Pete to arrange meeting with Diane and Colette.

8.0 Publicity (Mandy)

This has already been covered under section 5.0.

9.0 Volunteers to deliver the survey

This has been already covered under section 5.0.

10.0 Any Other Business.

There was nothing to report. The next Steering Group meeting will be on Wednesday 7th December, 7.30 pm, at Rixton Methodist Chapel. This is subject to confirmation.

11.0 Actions.

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

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

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

[Action]: Mandy to contact St Helens school to book it for the 18th January and 29th February 2012.

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

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

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

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

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

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

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