

Rixton-with-Glazebrook Parish Plan Group

Steering Group Meeting Minutes

Wednesday 18th January 2012

St Helens School, 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), Andy Eaves, Anne McArthur, Keith Hanson (Community First Responder), Sharon Piggin, Jill Eaves (Secretary).

Also present: John Eccles, Karen Armstrong, Francis Glynn, Colette Fairfax, Judith Rose, Mylvia Hunt, Harry Hunt, Claire Jones (Cheshire Community Action), Enid Probert.

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

The Chair wished a Happy New Year and welcome to everyone present at this first Steering Group open meeting of 2012.

2. Apologies.

Maureen Banner (Parish Council Chair), Diane White (East Warrington Area Co-ordinator), Phil Atkinson, Helen Waite, Joan Hill, Bethan Roberts (PCSO).

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

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

Pete reported that he was recently bought a new laptop so when he is fully up and running he will be able to do this so this action is carried over to the next meeting.

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

Mandy has done this.

[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.

Pete is going to either send a thank you email (to those who have provided one) or post a thank you letter to everyone who completed and returned the Survey in the next couple of weeks.

[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.

Mandy reported that this will be done.

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

Karen reported that she is unable to remove this information at the moment, but she will investigate further. The information is stored securely.

Claire advised on a Data Protection Policy and she then passed relevant information to Jill for filing and is also going to send it electronically so that Jill can distribute to the Steering Group.

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

Karen reported that this will be included in the drafted structure of Analysis of the Surveys.

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

Liz confirmed that there is now a grit box at the junction of Chapel Lane and Moss Side Lane. John reported that he had emailed Liz concerning this area and also at the junction of Chapel Lane and Claydon Gardens. Liz reported that she hasn’t heard anything about this yet, but she will follow it up.

[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.

Pete reported that to formalise this request he has written a letter on behalf of the Steering Group to be raised at the next Community Hall meeting at the end of January asking the committee to reconsider their decision. Pete will report on their decision at the next meeting.

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

See Agenda item 10.

3. Treasurer’s Report (Elaine).

Our opening balance from the Garden Safari was £432.00. We have paid out for 2 months Survey Monkey, Meal Voucher and a few sundries (post etc), so our current balance is £352.91. We also have £4.20 cash collected from coffees etc at Steering Meetings. Therefore we hold £357.11.

5. Survey Analysis Group Report (Karen).

Karen reported that the Analysis Group have now completed inputting all the Surveys onto Survey Monkey. Initial analysis shows that there were one hundred and twenty seven male responders and one hundred and sixty four female. Responses were also well spread throughout the Parish covering fifty two postcodes. Analysis strategy is to be agreed after Steering Group meeting and a skeleton report structure will be constructed for discussion. The first analysis meeting is arranged for the 25th January. The Chair thanked the Analysis Group for all their hard work so far.

6. Parish Plan update: Progress and next steps.

Karen reported that she isn't sure at this stage how long analysis will take, but there are already common themes emerging for example dog fouling and traffic issues. After the group's meeting on the 25th January they will be in a position to move forward on producing a report for the public presentation. Colette volunteered her husband Neil to present at this which will involve presenting the analysis results followed by what our recommendations are and finally how these are linked to the Action Plan, including timescales. The Action plan will be updated regularly after this event. The date and venue for this Public Presentation meeting was agreed to be Wednesday, the 18th April, 7.30 – 9.30 pm at St Helens School. Children are very welcome to attend and refreshments will be provided.

7. Funding Update (Pete, Colette).

Pete and Colette with help from Diane have had their bids accepted from Stronger Together and Community Chest. The Parish Plan has been awarded £2,500 for production of the Parish Plan and £378 for book trolleys for the new Book Exchange Scheme. Copies of the constitution are required before this is finalised so the Chair will send them off after the meeting. It was agreed that the Steering Group will seek further funding when the Action Plan has been drawn up and projects have been identified.

8. Children's Survey (Colette).

Key stage 2 children at St Helens school have completed the children's version of the survey and this will be analysed by children in year 6. The results will be ready for the Steering Group meeting on the 29th February. Jill will include this as an agenda item for the next meeting.

9. Publicity: (Mandy)

Mandy confirmed that Parish Plan minutes are being regularly added to Hollinsgreen.net and any other information relevant to the Parish Plan.

10. Parish Plan Publication (Mandy, Colette)

Mandy and Colette circulated a list of the following ideas:

Ideas for Parish Plan Publication

Layout

- A4 Portrait
- Double sided
- Colour

Include

- Map of Parish showing boundaries
- Children's art work
- Contents
- Introduction from Steering Group/Parish Council
- Current Parish information – history/amenities/buildings
- Parish Plan timeline
- Parish Plan consultation process
- Consultation Results – including bar charts
- Action Plan – numbered and linked to survey analysis results/colour coded/ time scales/?priorities
- Next Steps
- Acknowledgements + funding received

Ideas

- Strap line
- Space for "my notes/diary dates"
- Quotes
- Photo Competition

No need for

- Listing every question
- List of every organisation/service in the community

Suggestion - Start drafting initial sections now

- Introduction – Chairman of Steering Group/Parish Council
- History – Friends of St Helen's History Society
- Primary School – Head teacher
- Community Hall – Hall Committee
- Churches – Rixton/St Helen's/Glazebrook
- Cemetery – Friends group
- Scout Centre – Scouts
- Rixton – Claypits
- Glazebrook Railway Station

Claire added that this process of writing the plan publication can begin now starting with an introductory statement by the Chair, demographics and historical background. She also said that the Plan will become a historical document, updated every five years with the Action Plan updated every year. Claire is going to send Jill the electronic version of "writing your Community Led Plan Guide".

It was also raised that we should have a suggestions box available centrally in the Parish so that people can continue to add suggestions in the future. It was also agreed that if analysis uncovered issues within the Parish that people had split views on, it would be very difficult to make recommendations. So to help gauge opinion we will provide post it notes at the public meeting so that people can express their views further.

11. Any Other Business.

Elaine asked what the normal cost would be for hiring the room at St Helens School for her records. Colette confirmed that it is free of charge if she opens up and closes the school afterwards. Normally it would be the cost of hiring the Caretaker for three hours.

Elaine reported that there has been some activity relating to the village shop which has caused concern for neighbours in that area. This activity has not come through the Parish Plan Steering Group, but it is important that we are transparent at all times and that communication is always clear and appropriate.

In response to this, it was stated that the Steering Group are transparent at all times. Our meetings are always public and we do not get involved in private business.

It was confirmed, with agreement from the Steering Group that this year's Garden Safari fundraiser will be for the Parish Plan as it was last year. It will be included in the Public Meeting.

Dates and venues were agreed for the forthcoming Steering Group Open Meetings:
Wednesday, the 30th May, 7.30 pm, Rixton Methodist Chapel, Chapel Lane.
Tuesday, the 26th June, 8 pm, Glazebrook Methodist Chapel, Glazebrook Lane, Glazebrook.

12. Actions.

[Action – Pete (carried over)]: To email the updated timeline to Jill, to be distributed to the Steering Group.

[Action – Pete, Jill]: To confirm that everyone has been contacted either by email or letter and thanked for completing the Survey.

[Action – Liz]: To chase up the requests for additional grit boxes.

[Action – Pete]: To report back on the Community Hall Committee's decision on the use of a small room in the hall being used for the new Book Exchange Scheme.

[Action – Jill, Colette]: Agenda item for the next meeting: Colette's results from the Children's survey at St Helen's School.

[Action - Claire]: To send Jill the electronic version of "writing your Community Led Plan Guide"

13. Date and venue of the next Steering Group Open Meeting.

The next meeting is on Wednesday the 29th February, 2012 at St Helens School, Hollins Green, 7.30 pm.