

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH PLAN  
STEERING GROUP held on 8 December 2003 in the Parish Room, 2 Fiddlers Lane, Saughall

In attendance: Councillor A Bailey (in the Chair)  
Councillor A Marsden  
Councillor Mrs JE Storrar  
Councillor A Warrington

Mr D Bird  
Mr J Hallas  
Mrs L Morris  
Mr G Southey

53 APOLOGIES FOR ABSENCE

Apologies were received from Revd M Banks, Mrs A Amesbury, Miss S Brooks and Councillor R Shukla.

54 CODE OF CONDUCT – DECLARATIONS OF INTEREST

No Declarations of Interest were received.

55 MINUTES

Subject to Mr J Hallas' name being added to the list of those in attendance, the Minutes of the meeting of the Panel held on 10 November 2003 were **AGREED** as a correct record.

56 CHESTER CITY COUNCIL'S PARISH PLANS SEMINAR/WORKSHOP

The Steering Group received a report from the Chairman on the proceedings of the Seminar/Workshop that had been held on 11 November 2003 at the Vernon Institute, Saughall.

The event had been a great success and had provided an opportunity for Parishes in the Chester area to share ideas on drawing up Parish Plans. The Chairman had made a presentation along with representatives of two other Parish Councils and they had been well received.

The message that had come out of the event was that the compilation of a Parish Plan would involve a lot of time and effort!

RESOLVED:

That the report be received.

57 COMPUTER TRAINING/DATA INPUT

The Chairman reported on the training session run by Mr Peter Webb of the Cheshire Community Council where volunteers had received instruction on the computer program and how to input the survey findings. It was hoped that a way to comply

with the Data Protection Act could be found for those who wanted to, to complete the survey questionnaire online.

RESOLVED:

That the report be received.

## 58 REPORTS FROM FOCUS GROUPS

### (a) Golden Jubilee Park

Mr Bird informed of progress being made to secure funding so that the Council's land on Fiddlers Lane could be developed into a park with leisure, sports and recreational facilities.

A 13 page grant application form for not less than £5,000 and up to £30,000 from a funding scheme run jointly between the Nationwide Building Society and the Countryside Agency had been obtained. The Chairman **AGREED** to review the form.

Mr Bird had also sent off a grant application to Living Space. He had requested that the Clerk be contacted in respect of the application. As no contact had been made Mr Bird **AGREED** to chase the application up.

The Chairman reported that some local residents opposed the development and had formed themselves into an Action Group. Some letters of representation had also been received and the Clerk would respond to them as appropriate.

It was also reported that the Saughall Colts would be sending the Clerk a letter of support in respect of the project.

There was to be an Awareness Raising event in the Uniform Group's Headquarters for Saughall residents at 10:30am on Saturday, 10 January 2004 on proposals for the park's development and this had been advertised in the Parish Newsletter and on the Council's notice boards and website.

### (b) Community Halls

Councillor A Warrington reported that there had been a further meeting of the Community Halls Focus Group on 24 November 2003. Mrs Rachel Cowan of the Cheshire Community Council had attended. Questions for inclusion in the survey questionnaire had been drawn up and passed to the Chairman.

### (c) Youth

Mrs Cowan was undertaking some work in respect of youth issues but as she was not in attendance at the meeting the Steering Group was unable to ascertain progress.

(d) Commerce and Business

The Chairman reported that because of time constraints it had not been possible to call a further meeting of the Commerce and Business Focus Group but it was intended to include a number of pertinent questions in respect of local business on the questionnaire.

(e) Community Safety

There had been no further meetings of the Community Safety Focus Group. The last one had been on 6 November 2003.

59 THOMAS WEDGE CE (CONTROLLED) JUNIOR SCHOOL

Mrs Cowan had agreed to supply the results of the children's Survey results. The Steering Group were disappointed that these had not been provided and that Mrs Cowan had failed to attend.

It was **AGREED** to defer this item until the next meeting of the Steering Group when hopefully the necessary information would be available.

60 QUESTIONNAIRE

The Chairman reported that he had had sight of the questions Cranage Parish Council had used in its questionnaire. They could form a base but questions would be personalised to Saughall. Members of the Group were asked to put forward their own ideas for inclusion.

It was **AGREED** that Councillor A Warrington would contact Mrs Cowan with a view to obtaining a copy of the Survey results and to find out why the Community Council had not sent any representatives to the meeting or offered apologies when they were at the last meeting when the date and time of this one had been set and two agendas for it had been sent out in good time.

The Steering Group considered how the Survey would be conducted and paid particular attention to the following issues:

- ?? A prize draw as an incentive to complete the questionnaire.
- ?? Possible prizes e.g. Family Ticket for the Chester Zoo, Meal for 4 at a local restaurant.
- ?? The Data Protection Act and the anomaly aspect.
- ?? Distribution e.g. collection points, website, completion there and then.
- ?? Arrangements to assist older people to complete the questionnaire.
- ?? Format of questionnaire and supporting information including personal details.
- ?? Publicity.

It was **AGREED**: that

(1) all questions must be sent to the Chairman before Christmas;

(2) the questionnaire would be distributed on or around the 17 January 2004; and

(3) the return date would be 31 January 2004.

61 DATE AND TIME OF NEXT MEETING

It was **AGREED** that the next meeting of the Steering Group would be held at 7:00pm on Thursday, 15 January 2004 in the Parish Room, 2 Fiddlers Lane, Saughall.