

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH PLAN
STEERING GROUP held on 25 April 2004 in the Parish Room, 2 Fiddlers Lane, Saughall

In attendance: Councillor A Warrington
Councillor Mrs J Young (in the Chair)

Mrs A Amesbury
Mr J Hallas
Mr G Southey

11 APOLOGIES FOR ABSENCE

Apologies were received from:

Councillor A Bailey
Councillor Mrs JE Storrar
Councillor RA Storrar
Rev M Banks

12 CODE OF CONDUCT – DECLARATIONS OF INTEREST

No Declarations of Interest were received.

13 MINUTES

The Minutes of the meeting of the Panel held on 20 January 2005 were **AGREED** as a correct record.

14 MATTERS ARISING FROM THE MINUTES

- Minute No 5 – Burial Ground – All Saints Church

At the last meeting Mr Hallas had informed that he would make arrangements to investigate the drain and take advice on the state of the land and on what, if anything, could be done to improve it. Advice had now been obtained and the land was not suitable for anything because it was full of rubbish. There was no guarantee that the land could be dug down two feet and if this could be achieved it may be costly.

In the light of the above it was **AGREED** that the Council would now identify an appropriate piece of land on the Shotwick Park Estate and contact the County Property Manager, Mr Ian Gould, to enquire if he was willing to sell the land on Cheshire County Council's behalf for the purpose of burial and if so at what cost.

15 PARISH PLAN

Members received a copy of the Final Version of the Parish Plan and noted its content. The Plan's compilation had taken almost two years and had not been without difficulties. The production of this Plan would make it easier for the Parish Council to work with a whole host of organisations to take forward the aims and objectives set out within it to bring about improvements in the village.

The Panel had built on an idea developed by the Countryside Agency and, with the assistance of the community minded individuals, had gathered information and developed it into a working document.

The Clerk informed she and other Members had proof-read the document on a number of occasions but unfortunately not all of the amendments had been incorporated into the Final Version. If there was to be another print run she would want the revisions made first.

16 DISTRIBUTION OF SNAPSHOT REPORT

Councillor Mrs J Young informed that the distribution of the Snapshot Report was almost complete. All households in the village would have received a copy by the end of next week.

17 COSTS OF THE PARISH PLAN TO DATE

The Clerk set out the costs of the Parish Plan to date (Appendix A). All invoices had not yet been received but it was estimated that the total cost of compiling the Parish Plan was in the region of £7,154.95. This included work done by volunteers costed at £6.25 per hour.

18 FUTURE MEETINGS

It was **AGREED** that the Panel would meet in approximately six months time to monitor and review progress and instigate any actions necessary to ensure the Parish develops incrementally in the way it was planned.

Parish Plan Costings

Cheshire Community Council - Services Provided

01-Dec-03		£331.25	
18-Feb-04		£283.33	
16-Aug-04		£1,001.16	£1,615.74

NB: A further invoice from the Community Council is expected

Chester City Council

24-May-04	Questionnaire printing	£505.50	
19-Aug-04	Snapshot printing	£495.00	
01-Nov-04	Snapshot printing	£487.20	£1,487.70

Warrington Borough Council

24-May-04	Printing Special Newsletter	£63.00	£63.00
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Vale Royal District Council

To be paid	Printing of 100 Parish Plans Do we want somemore ?	£882.00	£882.00
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NB: Invoice not received yet

Standard Newspapers

05-Apr-04	Delivery of Special Newsletter	£19.80	£19.80
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Saughall Guides

05-Apr-04	Delivery of Special Newsletter	£10.00	
09-May-05	Delivery of Newsletter and Snapshot report	£100.00	£110.00

Chester Zoo

01-Jul-04	Family Ticket (re. draw)	£79.50	£79.50
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Acts Sound & Lighting

01-Jul-04	Sound Equipment hire for Launch	£30.00	£30.00
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Woodvale Stores

05-Jul-04	Provisions for Launch	£89.08	£89.08
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Nelson

05-Jul-04	Marquee Hire	£25.00	£25.00
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		Total	£4,401.82
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Saughall Parish Plan – Volunteer Time

Meetings

All of 2 hours duration

23 April 2003	11	Members
15 Sept 2003	9	Members
10 Nov 2003	9	Members
8 Dec 2003	9	Members
15 Jan 2004	9	Members
18 Feb 2004	10	Members
1 April 2004	9	Members
17 June 2004	11	Members
20 Oct 2004	9	Members
20 Jan 2005	12	Members
25 April 2005	6	Members (est)

Total 104 Members * 2 hours 208 hrs

Parish Plan Launch

Setting up Marquee – 6 people @ 4hrs each 24 hrs
Launch – 6 people @ 4hrs each 24 hrs

Distribution of Questionnaires

14 Members @ 5hrs each 70 hrs

Inputting Data

330 Questionnaires in total
80 inputted by Community Council
250 by Parish volunteers, each item took 10 minutes to input 41 hrs 30 mins

Preparation of Questionnaire, charts and spreadsheets
By Chairman 12 hrs

Total Volunteer Time 379 hrs 30 mins

@ 6.25 per hour **£2,372.88**

Parish Clerk's Time

Proof reading Plan – 3 times @ 2 hrs 6 hrs
11 Meetings, agendas, Minutes, etc @ 5hrs each 55 hrs

Total Clerk Time 61 hrs

@6.25 per hour **£381.25**

Interim Total £7,154.95