

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH PLAN STEERING GROUP held on 10 November 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 RA Storrar

Mrs A Amesbury
Mr D Bird
Miss S Brooks
Mrs R Cowan
Mrs L Morris
Mr P Webb

43 APOLOGIES FOR ABSENCE

Apologies were received from Revd M Banks.

44 CODE OF CONDUCT – DECLARATIONS OF INTEREST

No Declarations of Interest were received.

45 MINUTES

The Minutes of the meeting of the Panel held on 15 September 2003 were **AGREED** as a correct record.

46 CHESTER CITY COUNCIL'S PARISH PLANS SEMINAR/WORKSHOP

The Chairman reported that he had been invited to give a short presentation at the Parish Plans Seminar/Workshop (a joint initiative between Chester City Council and the Cheshire Community Council) to be held the following evening in the Vernon Institute, Saughall, on the reasons why the Parish Council had agreed to compile a Plan.

All rural Parish Councils in the Chester District had been invited to send representatives to this event. Cranage Parish Council, which was just about to publish its Parish Plan, would speak on the lessons that it had learnt and what it would do differently if it could start again. Dodcott Cum Wilkesley Parish Council would also speak on the unique way its Plan came from the community.

The Chairman informed that his presentation would centre on the specific issues facing Saughall and hopefully how the Plan would find solutions to them:

- ?? advantages of the planning process, e.g. involving members of the community who hadn't previously been involved, and on drawing parts of the community closer together;
- ?? as a statistical exercise to thoroughly research certain aspects to help prove a case for grants or other support; and
- ?? simply as part of the move to obtain "Quality Parish Council" status.

Mr Webb would also speak at the event providing an overview on Parish Plans, where Cheshire was up to and any latest developments from the Countryside Agency. The Community Council would have one or two displays and might pose some questions for participants to form into groups and discuss.

The Chairman introduced Mrs Morris, informing that they had met at the recent Cheshire Association of Town and Parish Councils' Annual General Meeting and struck up a conversation. Mrs Morris had informed the Chairman that it was very difficult to be involved in the local community when your children left the village schools and went to high schools in Chester. Mrs Morris now felt less connected to the village in which she lived. The Panel was asked to consider what could be included in the Parish Plan to address this.

47 THOMAS WEDGE CE (CONTROLLED) JUNIOR SCHOOL

Mrs Cowan reported that a touch screen computer had been installed in the School for three days in October whilst a survey was carried out.

The computer had also been used on a trial basis in the village pharmacy and clinic.

The survey questions had been supplied by Mr Choi, the Headteacher, based on an OFSTED standard survey.

The event had been successful and a breakdown of the answers would be available shortly.

Mrs Cowan **AGREED** to ensure that the Clerk received a copy of the results.

48 FOCUS GROUPS

The Panel received short reports on proceedings of meetings of its Focus Groups as follows:

(a) Golden Jubilee Park – 29 September 2003

The planning application had been delayed as the police were unhappy with the car parking arrangements. Local residents had formed a Protest Group. A Working Party had been set up to exploit funding opportunities to finance the development.

(b) Community Safety – 6 November 2003

The Home Office's Crime Reduction Basics document had been adopted as the village's approach to community safety. A Rural "Shop Watch" Scheme would be put in place in the village.

(c) Community Halls – 11 September 2003

The meeting had been well attended and very interesting. A further meeting had been arranged for 24 November 2003 when the Focus Group would review the questionnaire.

(d) Commerce and Business – 3 September 2003

The meeting had been “a flop”. However, a further meeting would be called. Those targeted who could not attend would be asked to submit their ideas anyway.

It was suggested that “Shop Watch” be put on the agenda for the next meeting to encourage attendance.

(e) Youth – 27 October 2003

A very successful meeting had been held. There had been representatives from the various youth groups in the village.

The Youth Federation had been contacted to establish what it could do to help the Youth Club. If certain policies were written (and templates were available), adopted, reviewed and revised annually e.g. health and safety, child protection, a lot of funding streams would open up.

It was noted that mobile phones and e-mail were the best modes of communication with the youth.

(f) 50+

Although no formal meeting had taken place the Chairman reported the findings of a survey carried out at the All Saints Church Garden Party in July 2003.

It was noted that Mr Southey had conducted a survey questioning over one hundred older people of the village on what they would like to see included in the Parish Plan.

It was **RECOMMENDED** that a “Wheelchair Awareness Day” be held in the Spring to identify the obstruction problems caused by cars, uncut hedgerows, etc.

It was **AGREED** that a proposal to position traffic lights at the Vernon Institute junction be included in the questionnaire to obtain views.

49 BURIAL GROUND

All Saints Church had very little burial ground left and it was hoped that some land in the ownership of the County Council could be acquired for burial purposes.

The Chairman reported that a new Code of Practice was shortly to be introduced which would state that where land in the ownership of Principal Authorities was required for burial purposes consideration should be given to selling it for less than market value.

50 ACTON LIST AND NEXT STEPS

The information already available to the Panel would be drawn together into a factual document. Focus Groups would then need to agree what else they wanted to know. It was suggested that each Group would put forward the three things that worried it the most, living in Saughall or three things that could be done to improve quality of life.

The Community Council representatives informed that the Panel would be able to access some of Cheshire County Council's Research and Intelligence Officer's time.

It was **AGREED** that the Cheshire Community Council would share the questions Cranage Parish Council had asked in its questionnaire with the Panel at the next meeting.

It was also **AGREED** that the Parish Council would purchase the necessary computer program to assist the research and findings. Parish Councillors and Panel Members would be trained on how to input information at 6:30pm on Thursday, 20 November 2003 in the Parish Room and the Clerk would invite those not at the meeting to attend.

Councillor RA Storrar **AGREED** to ask Mr Choi if the Thomas Wedge CE (Controlled) Junior School's computer suite could be made available to input information provided on the questionnaire.

The Panel consequently revised the Parish Plan Action List. (Appendix A)

51 FUNDING

Cheshire Community Council representatives informed of funding opportunities available to assist the Council's Golden Jubilee Park Development as follows:

?? Living Spaces – up to £100,000 per project – co-ordinated by Groundwork in Northwich – information passed to Mr Bird.

?? Countryside Agency Heritage Grants - £25,000 for landscape features and natural habitats – information passed to Mr Bird.

The Clerk would receive further details from the Cheshire Community Council.

52 DATE AND TIME OF NEXT MEETING

The next meeting of the Panel would be held at 7:30pm on Monday, 8 December 2003 in the Parish Room, 2 Fiddlers Lane, Saughall and Mr Eric Whitworth of the Energy Group be invited to attend to offer advice on energy conservation, etc. (Health questions would be included in the questionnaire.)

PARISH PLAN – ACTION LIST

Action	Timescales
Register intention to compile a Village Plan with the Countryside Agency.	July 2001
Members to draw up list of consultees.	August 2001
Initial Consultation process begins. Local groups, businesses and individuals are encouraged to have their say on what they would like to see provided in the village in the short and longer term.	August 2001 -Letter out September 2001 - Newsletter out
Initial Consultation Process ends.	30 November 2001
Professional support – decision to be taken on whether or not to commission Cheshire Community Council or another agency to carry out a survey into all aspects of village life in Saughall or whether or not the Parish Council will undertake such a survey itself. Alternatively, it may decide that the consultation already carried out will suffice.	End March 2002
Public Meeting held to inform what the Consultation has thrown up. (in the form of a social evening – tea and biscuits.)	22 April 2002
Volunteers to be invited to serve on the Parish Plan Working Party.	To be discussed at the Annual Council Meeting on 13 May 2002
Working Party established to take the initiative forward. Will meet regularly.	13 July 2002 Council Meeting
Grant aid be sought from the Countryside Agency in respect of costs involved in the compilation of the Plan. – Apply	End of January 2003
Desk Top Research and Further data collection and analysis if appropriate.	Month 3
Establish 6 Focus Groups: Community Halls, Community Safety, 50+, Youth, Business and Commerce, and Golden Jubilee Park.	
Questionnaire to be compiled,	Nov/Dec 2003
Questionnaire to be distributed, collected and information provided collated.	Jan 2004
Members and volunteers to input data. Cheshire Community Council to analyse findings.	Feb 2004

Focus Groups to look at findings and get third parties involved.	March 2004
Snap Shot Report prepared by the Parish Council	March 2004
Action Plan to be compiled. The Parish Council will work in partnership with Cheshire County Council, Chester City Council, outside organisations and agencies. It will monitor and review. Back to Focus Groups to move things along, agree solutions to deal with any problems identified e.g. preparation of a Village Design Statement if it is shown necessary.	April 2004
Production of first draft of Parish Plan. Feedback to Community using the following mechanisms: Parish Council Surgeries, Parish Council Newsletter, Website and Public Meeting	3 May 2004 Annual Assembly
Final draft of Parish Plan and publish.	End of May 2004
Launch and distribution.	1 st Saturday in July 2004 Church Garden Fete
Projects prioritised and pursued.	July 2004
Annual review of Plan and revision as necessary.	Ongoing

Revision Date: 10 November 2003