

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH PLAN
STEERING GROUP held on 15 January 2004 in the Parish Room, 2 Fiddlers Lane, Saughall

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

Mrs A Amesbury
Rev M Banks
Mr D Bird
Mrs R Cowan
Mr H Dobson
Mr J Hallas

1 APOLOGIES FOR ABSENCE

Apologies were received from Mr B Huxley and Councillors A Marsden, C Moss and RA Storrar.

2 CODE OF CONDUCT – DECLARATIONS OF INTEREST

No Declarations of Interest were received.

3 MINUTES

The Minutes of the meeting of the Panel held on 8 December 2003 were **AGREED** as a correct record.

4 REPORTS FROM FOCUS GROUPS

It was noted that the Focus Groups would not need to meet again.

(a) Golden Jubilee Park

Mr Bird provided Members with copies of a report he had written on the proceedings of an Awareness Raising Event held on 10 January 2004 and its content was noted.

The event had been well attended and representatives from the City Council (Anglea Loftus, Forward Planning) and Project Rural Matters were in attendance.

It was noted that car parking was a contentious issue and would need to be resolved as soon as possible.

AGREED: That

- (1) a copy of the report in respect of the Awareness Raising Event be sent to Mr Mark Dickens, Principal Planning Officer, Chester City Council, to be read in conjunction with the planning application so he can see that the Council is trying to engage the community and consulting with local people; and

(2) a copy of the report detailed at (1) be included with the next Council agenda for the meeting scheduled for 2 February 2004.

(b) Facilities for Residents of Saughall

The Steering Group received a copy of a letter from Mr C McIlwrick setting out a proposal for a purpose built club on land in the ownership of the Parish Council on Fiddlers Lane, Saughall.

AGREED:

That the letter be included with the agenda for the next meeting of the Golden Jubilee Park Focus Group scheduled for 7:30pm on Thursday, 5 February 2004.

5 THOMAS WEDGE CE (CONTROLLED) JUNIOR SCHOOL

Mrs Cowan informed that the data disc had been corrupted and she was unable to provide the results of the Children's Survey. Cheshire Community Council officers were trying to recover the information and it was hoped that it would be available by the middle of next week.

The questions that had been used in the Survey were questions drawn up by OFSTED about the children's school.

AGREED:

That the Parish Survey questionnaire be drawn up in the absence of the findings and when they are available the Panel will be interested to receive them.

6 QUESTIONNAIRE

(a) First Draft

The Chairman shared the draft questionnaire with the Panel Members. Further work was needed to streamline the questions and present them in a format that would catch the eye and be easy to complete to assist its successful return.

To keep to the timescales laid down to draw up the Parish Plan the questionnaire would need to be distributed by 7 February 2004. However, Mrs Cowan informed that because there had been some slippage as Community Council Officers had failed to attend the last meeting of the Panel she would apply to the Countryside Agency for an extension.

AGREED that:

(1) Mrs Amesbury be requested to consult Chester City Council's Graphics Section on the design of the questionnaire's front page and the costs involved;

(2) Mrs Cowan be requested to ask Cheshire County Council's Research and Intelligence Section to edit the draft questionnaire and put it into an acceptable form for distribution; and

(3) completed questionnaires be returned to Cheshire Community Council and Mrs Cowan be requested to obtain costings for printed pre-paid envelopes.

(b) Distribution

AGREED:

That distribution options be discussed and agreed at the next meeting of the Panel.

(c) Input of Data

Data would be input at the Thomas Wedge CE (Controlled) Junior School and arrangements would be made with the Headteacher once a date had been set for the return of the questionnaires, in the light of the possible extension being applied for to complete the Parish Plan with the Countryside Agency.

7 PARISH PLAN ACTION LIST

The Panel revised its Action List and associated timescales. Some gaps were left until new timescales were set.

AGREED: That

(1) the Parish Plan Action List be revised as detailed in Appendix A; and

(2) missing timescales be completed at the next meeting when Mrs Cowan will be able to report the Countryside Agency's response to the request that the period in which to compile the Parish Plan be extended.

8 DATE AND TIME OF NEXT MEETING

AGREED:

That the next meeting of the Steering Panel be held at 7:30pm on Thursday, 19 February 2004 in the Parish Room, 2 Fiddlers Lane, Saughall.

Appendix A

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,	Jan 2004
Questionnaire to be distributed, collected and information provided collated.	Mar 2004 To be returned by 31 March 2004

Members and volunteers to input data. Cheshire Community Council to analyse findings.	April 2004
Focus Groups to look at findings and get third parties involved.	May 2004
Snap Shot Report prepared by the Parish Council	May 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.	June 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	
Final draft of Parish Plan and publish.	
Launch and distribution.	
Projects prioritised and pursued.	
Annual review of Plan and revision as necessary.	Ongoing

Revision Date: 15 January 2004