

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH PLAN
STEERING GROUP held on 18 February 2004 in the Parish Room, 2 Fiddlers Lane, Saughall

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

Mr D Bird
Mrs R Cowan
Mr H Dobson
Mr B Huxley
Mrs L Morris
Mr G Southey

9 APOLOGIES FOR ABSENCE

Apologies were received from Councillors A Marsden, C Moss and Mrs J Young and from Mrs A Amesbury, Rev M Banks, Miss S Brooks and Mr J Hallas.

10 CODE OF CONDUCT – DECLARATIONS OF INTEREST

No Declarations of Interest were received.

11 MINUTES

The Minutes of the meeting of the Panel held on 15 January 2004 were **AGREED** as a correct record.

12 THOMAS WEDGE CE (CONTROLLED) JUNIOR SCHOOL

Mrs Cowan reported that her colleagues had not yet had any success in trying to retrieve the lost data. They would keep trying and if it was possible she would provide the information at a future meeting of the Panel.

13 QUESTIONNAIRE

(a) Draft Questionnaire

The Panel considered the format and detail of the draft questionnaire. It was quite concise and was expected to take 30 minutes or so to complete. A number of amendments were proposed and some were **AGREED**.

Mrs Cowan **AGREED** to revise the questionnaire ready for distribution on 13 March 2004. The Chairman and the Clerk would have the opportunity to proof read it prior to publication.

(b) Graphics

The Panel was happy with the graphics used on the front sheet of the questionnaire.

(c) Distribution

It was **AGREED** that Panel Members would be responsible for the questionnaire's distribution. The Clerk would write to them all and request that they all meet at 10:00am on Saturday, 13 March 2004 in the Parish Room to receive their allocation of questionnaires for distribution.

The Chairman informed that he had produced a tick list for all properties in the parish to aid the distribution and to help ascertain which questionnaires had not been returned.

It was noted that a return of at least 20% was required to make the consultation worthwhile. Any less than that may mean that return visits would be necessary.

It was **AGREED** that the date of return for the questionnaires would be 31 March 2004. Mrs Cowan would provide a returns list and a decision on return visits would be made at a further Panel meeting to be held at 7:30pm on Thursday, 1 April 2004.

(d) Assistance to Complete Questionnaire

Anyone requiring assistance to complete the questionnaire could contact any Member of the Parish Council or members of the Panel.

Mr Southey **AGREED** to assist the older people to fill in their questionnaires via the Golden Link Club.

(e) Printing and Pre-Paid Envelopes

Mrs Cowan reported that Chester City Council had quoted £380 to print 1,400 questionnaires on white paper. The was **AGREED**.

Mrs Cowan also reported that a pre-paid envelope would be provided with each questionnaire. The Council would only pay postage on those that were used to return the questionnaire, the estimated cost was approximately £84.

(f) Input of Data

Data would be entered using the computer facilities available at the Thomas Wedge CE (Controlled) Junior School. It was **AGREED** that Councillor RA Storrar would contact the Headteacher, Mr Phil Choi, to find out when Panel Members would be allowed access to the school as the Easter holidays fell in the period when inputting needed to be done. It was **AGREED** that all questionnaires would be entered by Friday, 23 April 2004.

(g) Questionnaire Analysis

Mrs Cowan would have 5 working days once the data had been entered to analyse the data and prepare a "snapshot" report.

(h) Focus Groups

It was **AGREED** that the Focus Groups would meet once more to consider the “snapshot” report, discuss issues flagged up and suggest ideas on the way forward. Mrs Cowan would invite appropriate people and key officers (from Principal Authorities, Police, Primary Care Trust, etc.) to attend these meetings to assist the debate depending on what the analysis through up as key issues for the village.

(i) Action Plan

Mrs Cowan reported that Mr P Webb of the Cheshire Community Council had applied for an extension to the time by which the Parish Plan must be completed.

Subsequently, the Countryside Agency had requested a little more detail on why the request had been made. The Community Council had missed a couple of meetings and the Parish Council had made a slow start on the preparatory work and getting the Focus Groups in place.

The Countryside Agency had told Mr Webb that it was likely to grant an extension as long as it didn't go over the end of July 2004. He had drafted a response to the Countryside Agency and attached a broad timetable to the end of July 2004. If the Panel was happy with this reply he would forward it to the Agency. It was **AGREED** that Mr Webb would be asked to send off his reply.

The Countryside Agency had also requested an update on expenditure so far to help with planning their own budgets over this and the next financial year. To aid this process Members **AGREED** to work out how much time they had each spent on Parish Plan related activity.

It was **AGREED** that the offer to extend the time available by the Countryside Agency be accepted and therefore the writing of the Report and Action Plan must be completed by 31 July 2004 and provide the information at the next meeting (1 April 2004).

Mr Webb had provided a revised timetable but unfortunately it was not available at the meeting but is detailed below.

Feb 04	Finalisation and printing of the questionnaire.
March 04	Completion and collection of the questionnaire. Start entering the data.
April 04	Complete inputting of data. Analysis of the questionnaire.
May 04	Focus Group meetings to consider the issues and possible solutions.
June 04	Focus Groups put forward their recommendations to be considered and agreed by the Steering Panel.
July 04	Writing of “snapshot” report and Action Plan.

14 PARISH PLAN ACTION LIST

It was **AGREED** that the Parish Plan Action List would be revised at the next appropriate meeting of the Steering Panel (1 April 2004).

15 DATE AND TIME OF NEXT MEETINGS

As **AGREED**, Minute No 13(c)/2004 above refers, the next two meetings of the Steering Panel would be as follows:

10:00am on Saturday, 13 March 2004 in the Parish Room. Each Member to receive their allocation of questionnaires for distribution in the village.

7:30pm on Thursday, 1 April 2004 in the Parish Room. To monitor progress, consider the percentage of completed questionnaires returned and decide whether or not to make return visits to encourage those who haven't responded to complete.