

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH PLAN
STEERING GROUP held on 1 April 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
Councillor Mrs J Young

Mrs A Amesbury
Mrs R Cowan
Mrs L Morris
Mr G Southey
Mr P Webb

16 APOLOGIES FOR ABSENCE

Apologies were received from Councillors A Marsden and C Moss and from Mr J Hallas, Mr B Huxley and Miss S Brookes.

17 CODE OF CONDUCT – DECLARATIONS OF INTEREST

No Declarations of Interest were received.

18 MINUTES

The Minutes of the meeting of the Panel held on 18 February 2004 were **AGREED** as a correct record.

19 QUESTIONNAIRE

(a) Distribution

The Chairman thanked all of those Members who had helped distribute the questionnaire. The pre-paid envelope provided for the questionnaire's return was not really big enough and so a special newsletter would be distributed with the Standard Newspaper offering advice regarding the envelope and requesting that questionnaires were returned via the Community Council, the Westvale Stores or Parish Room. It was hoped that the problem with the envelopes would not deter parishioners from returning their questionnaires.

(b) Return Visits

The Chairman reported that consideration was not being given to making return visits at this time.

(c) Inputting Data

In order to meet the timescales for the publication of the Parish Plan laid down by the Countryside Agency it would be necessary to begin inputting the information contained in the questionnaires before the final date for their return – 30 April 2004.

It was **AGREED** that two inputting sessions would be arranged between 4pm and 7pm on 19 and 29 April 2004 at the Thomas Wedge CE (Controlled) Junior School. Full training would be given and all Members of the Steering Panel and the Parish Council were asked to assist.

(d) Snapshot Report

It was **AGREED** that the Cheshire Community Council officers would make the Snapshot Report available in the week beginning 10 May 2004. It was also **AGREED** that the content of this snapshot report would be detailed in the next Parish Council newsletter and that it would be discussed at the Parish Assembly scheduled for 24 May 2004.

20 FOCUS GROUPS

It was noted that the Focus Groups would need to meet twice more and the meetings would need to take place before the last week in June 2004. It was **AGREED** that the meetings would be scheduled from 17 May 2004, volunteers would be invited to attend and appropriate officers of the County and City Councils along with representatives of the Cheshire Constabulary.

21 PARISH PLAN LAUNCH

It was hoped that the Parish Plan could be launched at the Church Fete on 3 July 2004. Consideration was given to who could be invited to attend.

22 WORKING GROUP

It was **AGREED** that Councillors A Bailey, Mrs JE Storrar, Mrs J Young and A Warrington would work with Cheshire Community Council officials to draw up the Plan. A couple of dates would be identified for meetings.

23 DATE AND TIME OF NEXT MEETING

It was **AGREED** that no date and time be set for the next meeting of the Panel; but that it would be held in early June 2004.