

RAINOW PARISH PLAN

Minutes: Meeting No. 3

Minutes of Meeting No. 3 of the Rainow Parish Plan Steering Group.

Monday 21st March 2005, at the Rising Sun Inn.

Chair: Alan Brett

Present: Ian Brammer
Sheila Brammer
Ken Butler
Katherine Hall
Bob Langstaff
John Leigh
Colin Pickford
David Pickford
Steve Rathbone
Zac Wilcox
Gary Roebuck

	Action
<p>3/01 Apologies for Absence</p> <p>Received from Iain Townley and Richard Leigh</p>	
<p>3/02 Minutes of Meeting No. 2</p> <p>Accepted as a correct record</p>	
<p>3/03 Matters Arising</p> <p><i>Attendance of outside bodies at Steering Group Meetings:</i> KB confirmed that Cedric Knipe (Macclesfield Borough Council) will attend our meeting on 23rd May. RLa will write to CK and to Adele Metcalfe of the Peak District National Park to formally request their attendance and will try to book the Church Centre for this meeting.</p>	RLa
<p><i>Use of United Utilities building at Millbrook:</i> KB confirmed that this was an ongoing action.</p>	KB

<p><i>Visits of the Mobile Library:</i> KB confirmed that the library now just visits Round Meadow. There was no attendance at the other venue.</p> <p><i>Shop in village:</i> KH will circulate an interesting article on modern ‘corner shops’.</p> <p>.</p> <p>3/04 Membership</p> <p>In view of his approaching examinations, Zac Wilcox will take a break from the leadership of the Leisure Focal Group, but will remain as a member of the group, and resume his position later. The committee thanked him for the enthusiastic start he had already made within his group. Dave Wilcox will take on leader duties until Zach’s return.</p> <ul style="list-style-type: none"> • Eileen Howarth will be joining the Leisure Focal Group. • Jenny Crawford has been invited to join the Leisure Focal Group. • Andrew Renshaw is now a member of the Land and Environment Focal Group. • Tony Nichol is confirmed as a member of the Social and Community Focal Group. • Richard Brimelow is now a member of the Economics Focal Group. <p>3/05 Process timetable</p> <p>On course</p> <p>3/06 Treasurer’s Report and Financial Issues</p> <p>SR gave details of the payments system the Steering Group will employ. Payments can only be made via invoices and the payment system will be monthly based. The disbursement sequence will be:</p> <ol style="list-style-type: none"> 1. Invoice to Steering Group Treasurer for approval. (Treasurer provides list of payments approved to the Monthly Steering Group Meeting. 2. Steering Group Treasurer sends invoice and approval to Parish Council Secretary for cheque. 3. Parish Council Secretary makes cheque for signatures at the Monthly Steering Group Meeting. <p>The current balance is £3,871.30.</p> <p>KB confirmed that the Countryside Agency is being disbanded and a new body will take its place. A careful cashflow profile will have to be structured, as further funding will take time to come through and there could be a problem of running out of cash from the first tranche of funding at a critical time.</p> <p>Payments are due for the Logo prize (Judy Willkinson) and the Website setup charge (Richard Leigh).</p>	<p>KH</p> <p>SR</p>
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3/07 Questionnaires

A discussion took place on the use of the word “Parish”, as it was thought by some members of the Steering Group that through the use of this word the questionnaires and the plan itself might be perceived as being ‘church-led’. The ‘pros’ and ‘cons’ were discussed, including the possibility of substituting the word ‘village’ for ‘parish’.

It was eventually agreed that the phrase ‘parish plan’ be retained.

Following lengthy discussion on the scope of the questionnaires the following decisions were made.

- A questionnaire will be given *to each individual* in every household.
- There will be a junior questionnaire (from infants up to ten years old)
- There will be a youth questionnaire (for ages from 11 to 16)
- There will be an adult questionnaire (for ages 17 upwards)

R Langstaff agreed to be the telephone contact mentioned in the questionnaires.

The draft questionnaires which had been prepared by the questionnaires sub-committee were discussed in detail and additions, deletions and amendments made.

AB will prepare the draft questionnaires for circulation and agreement

AB

3/08 Newsletter to accompany questionnaires

It was also agreed that the questionnaire issue will be accompanied by a short, high-quality, illustrated colour newsletter, which will be prepared by

Ian Brammer
Ken Butler and
Katherine Hall

The newsletter could include:

- A brief overview of the Parish Plan process and timetable
- A brief explanation of roles and responsibilities of the organisations responsible for the parish (e.g. Parish Council, Macclesfield Borough Council, Peak Park etc)
- Some brief facts and figures
- Useful contacts

The idea behind the newsletter is to make the process more interesting for the respondents and help stimulate thought regarding the questionnaires. This would raise the profile, quality and visibility of the process from the start, but would, of course, be more costly depending on the number of pages. The newsletter/information sheet should be in colour, but the questionnaire can be in black and white – in this way the respondent is left with the higher quality document. It was thought by the Questionnaire sub-committee that beginning the process with a high-quality, Rainow-focused document providing useful information will raise the profile, the interest, and the response rate.

<p>Ian Brammer and Gary Roebuck will liaise on the cost of the print run. And GR will co-ordinate the distribution of the newsletter/questionnaire. A separate colour newsletter might be produced for the school.</p>	<p>IB / KB KH / GR</p>
<p>3/09 Questionnaire distribution</p> <p>DISTRIBUTION of the newsletter and questionnaires will take place in week commencing 18 April. Delivery will be by hand by Steering Group and Focal Group members. Collection will be within one week, again by personal visit with a fallback plan devised so that respondents can return the questionnaires to us.</p>	<p>ALL</p>
<p>3/10 Publicity</p> <p>The production of the Parish Plan website is ongoing.</p>	
<p>3/11 Communications</p> <p>It was agreed that at the next meeting a discussion would be held on the approaches to other village bodies.</p> <p>Changes to enhance the logo design were agreed.</p>	
<p>3/12 Any other business</p> <p>The Chairman thanked Katherine and Steve for their continued hospitality.</p>	
<p>3/13 Date of Next Meeting</p> <p>Monday 25 April, 7pm. Rising Sun Inn</p>	