

RAINOW PARISH PLAN

Minutes: Meeting No. 4

Minutes of Meeting No. 4 of the Rainow Parish Plan Steering Group.

Monday 25th April 2005, at the Rising Sun Inn.

Chair: Alan Brett

Present: Ian Brammer
Sheila Brammer
Ken Butler
Nick Carter
Katherine Hall
Bob Langstaff
John Leigh
Richard Leigh
Colin Pickford
David Pickford
Steve Rathbone
Iain Townley
Zach Wilcox

	Action
<p>3/01 Apologies for Absence</p> <p>Received from Gary Roebuck</p>	
<p>3/02 Minutes of Meeting No. 3</p> <p>Accepted as a correct record</p>	
<p>3/03 Matters Arising</p> <p><i>Attendance of outside bodies at the next Steering Group Meetings:</i> Cedric Knipe will attend from MBC. Neither Adele Metcalf nor her colleague can attend in May but Adele has pencilled in our June Meeting date for later confirmation. The Church Centre is being used for Junior Church on that night but RL is contacting Jenny Crawford to see if they will be arranging an outdoor evening, in which case, the centre can be used for the next meeting.</p>	RLa

<p><i>Use of United Utilities building at Millbrook:</i> KB confirmed that this was an ongoing action.</p>	<p>KB</p>
<p>.</p>	
<p>3/04 Membership</p>	
<p>New members of Focal Groups have been put on the Contacts List. We now have an e-mail address for Richard Brimelow, which is r.brimelow@virgin.net . Please add this to your list.</p>	<p>All</p>
<p>3/05 Process timetable</p>	
<p>On course</p>	
<p>3/06 Treasurer's Report and Financial Issues</p>	
<p>Invoices for payment will be put on the Agenda of each Steering Group Meeting. When the Steering Group Treasurer sends invoices to the Parish Council Secretary for approval and cheque-writing, the Parish Council Secretary (Helena Crutchley) will pass on the file to R Langstaff, who will present invoices and cheques for approval and signature at each Steering Group meeting. R Langstaff will then return the file to Helena.</p> <p>Three payments were approved: £25.00 for the Logo prize. £625.99 for printing £44.99 for Website</p> <p>SR will advise RL of new balance.</p>	<p>SR</p>
<p>.</p>	
<p>3/07 Focal Group Reports</p>	
<p>AB presented the document "TASK AREAS FOR FOCAL GROUPS". The initial indicators arise from the questions, others will arise from questionnaire responses and it was agreed that changes might be needed in the nature and the remit of Focal Groups so that they will properly reflect the emerging major issues. In the analysis process, Focal Groups should check the actions already taken on any subject by the Parish Council to avoid duplication of effort. It was then suggested that the major issues be taken up in the following way:</p> <p>The LEISURE FG will investigate Leisure <i>and</i> Social aspects The SOCIAL FG will investigate Village Communications The LAND & ENVIRONMENT FG will investigate Traffic The ECONOMIC FG will investigate Shops The SERVICES FG will investigate Community Policing, Crime and Vandalism.</p> <p>AB will produce a note on the way forward</p>	<p>IB / SB KB / NC DW</p> <p>AB</p>

3/08 Questionnaires: Distribution and Analysis

The distribution and collection process is well under way, and distributors made a variety of comments which were useful to the group as a whole. These included:

- Initial responses from questionnaire recipients
- Best times for delivery / collection
- Use of postal envelopes for remote farms and houses
- Re-visits

It was agreed that the end-date for collection attempts would be mid-May, but late returns are likely until the end of May.

Questionnaire Analysis: The methodology of analysis was discussed. Part of the process (the numbered boxes) would be arithmetical, but it was important that the import of individually written suggestions and comments was not diluted, and there were likely to be a great many of these. The “Plan Content File” which is an indexed directory of “Who said what about what subject” could be useful in this respect. An analysis group was nominated, comprising:

Alan Brett
Ken Butler
Richard Leigh
Ian Brammer
Bob Langstaff

**AB / KB
IB / RLe
RLa**

3/09 Draft Plan

The question was asked “is every household going to receive a copy of the published Parish Plan” AB confirmed that what is envisaged is a published summary of the plan for each household with the full plan available for inspection at chosen venues. The full plan will also appear on the website.

3/10 Publicity

The name of this standing item is to be changed to PUBLIC RELATIONS.

KB reported positive feedback on the progress of the Rainow Parish Plan from the people and bodies with whom he had been in contact.

NC suggested that the time is approaching for us to speak to Groups within the village and it was agreed that this should be done as soon as we have a feel for the impact of the first questionnaire. The groups to approach are as follows: Unless otherwise shown, KB will make the initial contact.

<p>Women's Institute Mother's Union (Nick Carter will make the first contact) Parent Teacher's Association Ravens School Guides Cubs Older People's Welfare (Bob Langstaff will speak at a forthcoming event).</p>	<p>KB / NC R La</p>
<p>The subject of Public Meetings was also discussed. SR kindly offered the use of the Church for a public meeting. ZW and DP advocated a separate public meeting for ages 11 to 18 years and it was agreed that this should go ahead.</p>	
<p>Zach and David will co-ordinate the meeting, to be held at the Institute and 'behind the scenes' help was offered. It was agreed that this meeting should take place, if possible, during the first week in July. Three dates are available for a meeting in the Church – Monday Tuesday and Wednesday 20, 21 and 22nd June. KB will investigate the booking of the Institute for the 11-18 meeting.</p>	<p>ZW / DP KB</p>
<p>The Parish Magazine article and the "Vote Rainow" window notices had been well received. RL will put these on the notice boards.</p>	<p>RLa</p>
<p>3/11 Communications</p>	
<p>Richard Leigh was congratulated on the excellent website, which is clear, interesting and informative.</p>	
<p>KB will examine the requirement and possible cost of materials and booking for the Fete presentation / meet and greet event.</p>	<p>KB</p>
<p>3/12 Any other business</p>	
<p>Focal Leaders should be thinking about any questions they might wish to ask Macclesfield Borough Council and/or the Peak Park at the next meeting. AB suggested a meeting of Focal Group Leaders plus AB & RLa a week or so beforehand.</p>	<p>AB / KB SB / IB NC / ZK R La</p>
<p>The Chairman thanked Katherine and Steve for their continued hospitality.</p>	
<p>SR reported that a budget is being prepared.</p>	<p>SR</p>
<p>All members of the Steering Group to let Bob Langstaff know when they will be away during the holiday season, so that contact can be maximised.</p>	<p>ALL</p>
<p>3/13 Date of Next Meeting</p>	
<p>Monday 23 May 2005, 7pm. Church Centre (to be confirmed)</p>	