

# RAINOW PARISH PLAN

## Minutes: Meeting No. 11

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Minutes of Meeting No. 11  
of the  
Rainow Parish Plan Steering Group.

5<sup>th</sup> January 2006, at the Church Centre

Chair: Alan Brett

Present: Ian Brammer  
Nick Carter  
Sheila Brammer  
Ken Butler  
Bob Langstaff  
Colin Pickford  
Tony Nicol

| <b>11/01 Apologies for Absence</b>   | <b>Action</b>      |
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| Received from Clare Foat; Richard Leigh; Steve Rathbone; David Pickford and Iain Townley   |                    |
| <b>11/02 Minutes of Meeting No. 9</b>  |                    |
| Accepted as a correct record   |                    |
| <b>11/03 Matters Arising</b>   |                    |
| There were no matters arising from the minutes   |                    |
| <b>11/04 Membership</b>  |                    |
| There were no membership issues for discussion   |                    |
| <b>11/05 Treasurer's Report and Financial Issues</b><br>A budget meeting had been held with IB, SR and KB. Printing and design costs are likely to form the bulk of future expenditure and there may be a need for some additional 'drawn-down'.   |                    |
| We will need to provide, with the final application, evidence of cost incurred by members of the Steering Group Committee. This is perhaps best extrapolated in man-hours spent in Parish Plan work should as questionnaire design and preparation; doorstep deliveries; meetings and inputting data. All to give this figure to KB. | <b>ALL / KB</b>    |
| AB, SR, IB and KB to meet to discuss final budget and preparation of material to be provided with final cost claim. A covering letter to be  | <b>AB/SR/IB/KB</b> |

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| <p>prepared, this should seek whether remaining funds could be carried over for items such as further analysis of issues questionnaire data (to give geographic breakdown)</p> <p><b>11/06 Focal Group Reports )</b><br/> <b>11/07 Stakeholder Consultation )</b><br/> <b>11/08 Action Plan Questionnaire – Feedback )</b></p> <p>These items were discussed together.</p> <p>We are still talking to Macclesfield Borough Council and the Police regarding issues in the Draft Plan. RL gave an update on the visit of Adèle Metcalfe of the Peak Park on 8<sup>th</sup> December– a visit which proved helpful.</p> <p>Final action plan questionnaire analyses to be provided to focal group leaders for Monday 10 January – (post meeting note - these will be from AB, IB, KB and RL as SB confirmed that other questionnaires from other distributors returned by post). Noted that return rate appeared to be around 30% which was regarded as very good.</p> <p><b>11/09 Action Plan Summary Tables</b></p> <p>The Focal Group Leaders are to provide finalised Action Plan Summary Tables to Ian Brammer by 15<sup>th</sup> January for inclusion in the draft report.</p> <p><b>11/10 Production of the Final Report</b></p> <p>The Editorial sub-committee will meet on Thursday 12<sup>th</sup>.</p> <p>A discussion took place on the extent to which the Steering Group need to make recommendations for Post-plan progress of the issues raised. For example, we now have the nucleus of small action groups and the matter of any continuity will need to be raised. AB will speak to the Chair of the Parish Council.</p> <p><b>11 / 11 Process Timetable</b></p> <p><b>10<sup>th</sup> January</b><br/>Final action plan questionnaire analysis circulated</p> <p><b>12<sup>th</sup> January</b><br/>Editorial group mtg</p> <p><b>15<sup>th</sup> January</b><br/>Final action plan summary tables to IB</p> <p><b>20<sup>th</sup> January</b><br/>Statement of hours worked on behalf of Parish Plan to KB</p> <p><b>25<sup>th</sup> January</b><br/>SG meeting – 19:00 Church centre</p> | <p><b>AB/IB/KB/RL</b></p> <p><b>AB</b></p> <p><b>AB/IB/KB/RL</b></p> <p><b>IB/AB/RL</b></p> <p><b>KB/IB/SB/CP/NC/TN</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p> |
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| <p><b>27<sup>th</sup> January</b><br/>Draft Report (textual content only – not appendices) to be ready for circulation. Copies to be sent to Stakeholders with a covering letter from AB. (Macclesfield Borough Council; Cheshire Community Council; Peak Park; Cheshire County Council (Highways); Rainow Parish Council; All Steering Group &amp; Focal Group Members and Sylvia Roberts).</p> <p><b>3<sup>rd</sup> February</b><br/>All comments on draft report to be in.</p> <p><b>6<sup>th</sup> February</b><br/>Final report to printers.</p> <p><b>8<sup>th</sup> February</b><br/>SG meeting – 19:00 Church centre</p> <p><b>13<sup>th</sup> February</b><br/>Report and cost claim material to funding body</p> <p><b>11 / 12 Public Relations</b><br/>No items were brought up under this heading</p> <p><b>11 / 13 Communications</b><br/>No items were brought up under this heading</p> <p><b>11 / 14 Any Other Business</b><br/>No further matters were raised.</p> <p><b>11/ 15 Date of Next Meetings</b></p> <p><b>Wednesday 25<sup>th</sup> January 2006 7pm in the Church Centre and<br/>Wednesday 8<sup>th</sup> February 2006 7pm in the Church Centre.</b></p> | <p><b>IB/AB</b></p> <p><b>ALL</b></p> <p><b>IB/AB</b></p> <p><b>ALL</b></p> <p><b>AB/IB/SR/KB</b></p> |
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