

Cockshutt-cum-Petton Civil Parish

Community Led Plan-Steering Group (SG)

Minutes of meeting held at 7.30pm Thursday 1st February 2018 at The Millennium Hall

Present:

Penny Inglis, Steering Group

Ian Webb, Steering Group

John Cooling, Parish Council, deputising for LB

Ewan Williamson, Steering Group

Loft Longhurst, Steering Group

1. Public participation
 - No members of the public attended
2. Apologies for absence
 - Linda Baumgartl
 - Renee Wallace-Shropshire RCC
3. Minutes of last meeting
 - Agreed & signed by the Chairperson
4. Agree on the amended questionnaire
 - A re-typed version of the questionnaire had been received from Renee Wallace on the 17th January 2018 and had been reviewed by attendees prior to tonight's meeting.
 - Steering Group members collectively went through the questionnaire & agreed its final content with the exception of the introductory page & the final page which would cover distribution & collection of questionnaires
 - IW to mark up a master copy of the questionnaire and send to RW for final typing up
 - JC was to draft an Introductory page and send to IW for inclusion in the document
 - Means of distribution & collection was discussed and members thought that to save money they could arrange for questionnaires to be hand delivered and return would be a mixture of paid for post, dropping off in collection boxes at locations to be agreed around the Parish and also completion online.
5. Resignation of Chairman
 - Penny confirmed what she had indicated in the previous few months, that she would resign as Chairman and as a member of the Steering Group as of tonight. The SG thanked her for her leadership and hard work to date.
 - No one present was prepared to take on the role of Chairman, so the SG will continue without one. Communication should therefore be with the Secretary, IW.
6. Timetable for action
 - IW to get revised draft to RW in the next few days
 - No date was agreed for completion or issuing of the questionnaire, but the SG confirmed it would continue with the project in a timely manner.
 - When the SG was satisfied with the Questionnaire it would be forwarded to the PC for their formal approval.
 - IW expressed concern that unless we mounted a publicity campaign to coincide with the distribution of the questionnaire, we were likely to receive a very low response rate which would detract from the validity of the survey results. This was recognised and members agreed to provide some level of publicising it to some of the groups in the Parish.

7. Finances

- RW had emailed us with a comprehensive estimate of the RCC's charges along with costs that we would incur directly with distribution & collection. These had been tabulated by IW for ease of presentation and it was seen that we were possibly heading for a slight overspend of the £1,500 budget, but this depended on costs we were not yet able to finalise and on the number of returned questionnaires we receive. This will become clearer in the next month or so and if an overspend is forecast, it will be discussed with the Parish Council before being incurred.

8. Date of next meeting

- 7.30pm at the Millennium Hall on Thursday 1st March 2018
- Loft to book the Hall for the above date and also the 5th April 2018