

Cockshutt-cum-Petton Civil Parish

Community Led Plan-Steering Group (SG)

Minutes of meeting held at 7.30pm Tuesday 27th February 2018 at The Millennium Hall

Present:

John Cooling, Parish Council
Linda Baumgartl, Steering Group
Loft Longhurst, Steering Group
Renee Wallace, Shropshire RCC
Ian Webb, Steering Group

1. Public participation
 - No members of the public attended
2. Apologies for absence
 - Ewan Williamson

Minutes of last meeting

 - Agreed & signed by the Secretary
3. Agree on the amended questionnaire
 - RW had made the amendments to the Questionnaire which arose from our meeting of the 1st Feb 2018 and all had reviewed it and brought their comments to the meeting
 - It was noted from advice from people who had completed draft Questionnaire that it took 20-25mins to do.
 - JC was thanked for his “front page” and all liked the illustration of Cockshutt Church and decided to use it as our CLP logo.
 - Noted that Deadline for completion of Questionnaire needed to be in “big red letters”
 - It was noted that when the CLP is complete it will be formally adopted by the PC and shared with Shropshire Council
 - Steering Group members collectively went through the questionnaire & agreed its final content
 - RW to make amendments and return it to us in the following 2 days
 - The Questionnaire is to be put on the Agenda for the Parish Council Meeting on the 8th March for their comments and views before the PC’s formal agreement to the document
 - It was agreed that PC & SG members and their immediate family would not take part in the prize draw.
4. Resignation of Chairman
 - It was agreed that for the time being the SG would continue without a formal Chairperson.
5. Delivery & Collection of Questionnaires
 - Distribution to be by SG members and people that have said in the past that they would help.
 - The PC will provide a list of all addresses in the Parish
 - Collection will be by dropping off at locations in the Parish and also by post using pre-paid envelopes
 - A link will be published that will allow people to complete the questionnaire on-line which will feed directly into the RCC’s questionnaire and analysis software
 - Distribution of Questionnaire to be in an A5 envelope with a printed front to make it clear to recipients that it is not just a circular but a CLP Questionnaire. To include our new logo illustration and words such “Have your say” etc.
 - A substantial campaign of publicity about the CLP & the importance of completing the Questionnaire would be put out immediately before, during and after its distribution.

6. Timetable for action

- Receive amended Questionnaire from RW on 28th Feb
- Knowing the size of the questionnaire the PC will seek quotes for printing it from their usual printers & others
- PC to review Questionnaire and hopefully approve it -8th March or shortly thereafter if changes are required.
- Printing, obtaining envelopes & distribution planning, including recruiting distributors: March-April
- Envelop stuffing 1st-3rd May
- Publicity campaign throughout May
- Distribute Questionnaire to all in Parish Mon/Tues 14/15 May 2018
- Questionnaires to be returned by 31st May 2018
- Prize Draw to be drawn within a week or two after 31st May

7. Finances

- The budget was reviewed and thought still to be achievable

8. Date of next meeting

- 7.30pm at the Millennium Hall on Thursday 5th April 2018
- Loft to book the Hall for the above date