

Cockshutt-cum-Petton Civil Parish

Community Led Plan-Steering Group (SG)

Minutes of meeting held at 7.30pm Thursday 5th April 2018 at The Millennium Hall

Present:

John Cooling, Parish Council

Loft Longhurst, Steering Group

Ian Webb, Steering Group

Ewan Williamson, Steering Group

1. Public participation
 - No members of the public attended
2. Apologies for absence
 - Linda Baumgartl
 - Renee Wallace
3. Minutes of last meeting
 - Agreed & signed by the Secretary
4. Actions to produce, deliver and return questionnaires
 - 4.1 Proofing, printing & binding questionnaire
 - JC to follow up with LB to determine if Maxwell's quote included any form of binding & if so what.
 - JC to ask LB to arrange for a single proof of the questionnaire to be produced and approved before production commences.
 - 4.2 Delivery envelopes
 - Lynda is purchasing C5 envelopes and printing the "have your say" illustration and message them.
 - 4.3 Return Envelopes
 - These will be ready Tuesday 10th April at RCC's office. IW will collect them.
 - 4.4 Return processes
 - Additional questionnaire return processes were discussed, but it was agreed to use the 3 already chosen.
 - 4.5 List of addresses in Parish & maps to locate outlying addresses
 - JC tabled a paper copy of a list of all the addresses in the Parish, JC to obtain a soft copy from Lynda (presumably in Excel)
 - It was noted that the paper list had 345 addresses whereas it is generally accepted that there are 384 in the Parish. JC to ask Lynda to investigate this.
 - JC is to produce a copy of a map he has which shows the Parish boundaries
 - JC will sort out the addresses into logical groups of about 40 to facilitate efficient hand delivery
 - 4.6 Envelope Stuffing
 - Agreed this would be done by Steering Group on Tuesday 1st May at 7.00pm at the Millennium hall
 - Loft will keep stuffed envelopes prior to delivery
 - IW will book the Hall
 - 4.7 Delivery of envelopes to the Parish
 - Agreed that all would be delivered by hand
 - Agreed that we would start on Monday 14th May and any remaining at the end of the day would be done on Tuesday 15th May.

- Loft volunteered Barbara Longhurst to recruit 6 more deliverers which together with 4 SG members would make 10.

4.8 Delivery of locally collected questionnaire to the RCC

- Empty collection box in Post Office 1st thing on Friday 1st June & take to RCC office in Shrewsbury that day, by person to be determined as both IW & Loft are going away that day.
- IW to ask Renee to collect all the “last pages” of the questionnaires including the on-line ones in time so that IW can collect them from the RCC and get them to the Parish Council in time for their June meeting on the 14th June for the prize draw.

5. Actions & events to publicise the questionnaire

- Item by JC already included in “Parish Matters” which should come out in April
- JC to send poster to the Church parish magazine by the 16th April
- JC to get the poster in the School and hopefully in their weekly newsletter
- Loft to laminate poster and put up in the Hall x2, Post Office, both churches (with the Vicar’s help) and notice board by chip shop
- JC to put in Parish Noticeboard
- JC to make mini-posters for Loft to put on tables at coffee mornings in May
- Loft to get poster for “pop up Pub” in Petton w/e 13/14 April

6. Timetable for action

- Covered above

7. Finances

- An updated version of the budget which included the most recent estimates from RCC & the printers as well as including the draw prizes was circulated which showed us coming in just under the £1,500 budget set aside by the PC

8. Date of next meeting

- 7.00pm at the Millennium Hall on Tuesday 1st May 2018
- IW to book the Hall for the above date