

Cockshutt-cum-Petton Civil Parish

Community Led Plan-Steering Group (SG)

Minutes of meeting held at 7.30pm Tuesday 5th June 2018 at The Millennium Hall

Present:

John Cooling, Parish Council

Loft Longhurst, Steering Group

Linda Baumgartl, Steering Group

Ian Webb, Steering Group

1. Public participation
 - No members of the public attended
2. Apologies for absence
 - Ewan Williamson
3. Minutes of last two meetings
 - Approved & signed
4. Feedback on Questionnaire delivery process
 - Questionnaires were all delivered successfully by SG members and other volunteers. The SG's thanks to the volunteer deliverers was recorded
 - No requests for further Questionnaires were received
 - IW to call at the Post Office to pick up any straggler questionnaires, take them to the RCC and remove the box.
 - A number of properties were delivered to, that were not on the PC's address list. These to be identified and notified to The Clerk of the PC
 - JC to post on Cockshutt FB site a thank you to all who completed the questionnaires and advise anyone who intended to do it that we would still accept late entries on-line or by FP return.
5. Post Questionnaire return activities & timetable
 - 5.1 Update from RCC on return numbers
 - 40 from the collection box in the Post Office
 - 47 via the FP envelopes
 - 28 online
 - This is a 33.2% return rate based on the PC's list of address which add up to 346, which the SG thought was better than expectations.
 - 5.2 Prize Draw arrangements
 - IW to collect the tear-off rear pages from the RCC & deliver to JC by Friday 8th June
 - JC & LB will review prize draw entrants to eliminate any ineligible names (PC & SG members & their immediate families). They will number every prize draw entry and then place raffle tickets bearing the same numbers in Pam's draw bucket
 - Draw to be made by a non PC member and a ineligible person at the June PC meeting. Loft volunteered to do the Draw.
 - JC to telephone the winners after the Draw and ask if it is OK to publish their names
 - JC to agree with the PC Clerk how to pay the winners
 - 5.3 Processing results of the Questionnaires
 - RW's email of the 1st May stated that she expected to have analysed the data and reported to us by the end of June

- IW to contact RW to see if this was still the case and if so, to see if she could attend the next meeting and brief the SG on the results. The date of the meeting would fit around the issue of RW's report and her availability to make a meeting, hopefully sometime in July
- JC was keen to issue some summary information from the results of the questionnaire to parishioners to keep them informed & engaged and all agreed

5.4 Plan Production

- Agreed that we needed RW's advice on how to proceed with this, hopefully at July's meeting if possible.

6. Finances

- The only recent quantified expense has been the printing of the questionnaires
- We await RCC's costs once they have issued their report

7. Date of next meeting

- To be provisionally agreed by IW with RW hopefully in July and IW will consult with SG members
- IW to book the Hall