

# Cockshutt-cum-Petton Civil Parish

## Community Led Plan-Steering Group (SG)

Minutes of meeting held at 7.30pm Thursday 4<sup>th</sup> October 2018 at The Millennium Hall

### Present:

John Cooling, Parish Council  
Loft Longhurst, Steering Group  
Ian Webb, Steering Group

1. Public participation
  - None
2. Apologies for absence
  - Ewan Williamson & Renee Wallace
  - Penny Inglis had advised that she would like to re-join the Steering Group, but was unable to make this meeting.
3. Minutes of last meeting
  - Approved & signed
4. Review September additional notes & prioritise issues
  - The meeting agreed the Secretary's Additional Notes on last month's feedback captured the main issues arising from the survey
  - The Final Issue of the Resident's Survey Analysis Report had been received from S-RCC on the 2<sup>nd</sup> October and this contained RW's Recommendations which was also a good summary of the important issues that had arisen
  - It was agreed that IW will arrange to get a bound hard copy of the report for each SG member (ie 5 No.)
  - RW had also sent a copy of the Survey Report with just the statistical results in it and suggested that this could be used for general publication in the Parish. IW is to ask RW to remove 4 paragraphs in the Introduction that referred to respondent's anecdotal comments, before we publish it.
  - Given the good response of offers from volunteers, some 33 in number, it was agreed that we needed to capitalise on their enthusiasm and give this our first priority.
  - It was also agreed that IW would write a survey feedback item for publication to the Parish at the beginning of November, which would coincide with putting the statistical only report on the PC website.
5. Review of volunteer analysis & agree on actions
  - The volunteer responses had been collated into a spread sheet which had been issued to SG members on 1<sup>st</sup> Oct 2018. This is summarised below

Survey Question No.	26	28	37	38	44	50
Activity	Join Community volunteer Group	Garden produce sharing	Car sharing Scheme	Volunteer Transport Scheme	Community Speed Watch	Community Shop
No of people volunteering	17	3	2	7	7	14

- In addition 9 people had entered their contact details in the volunteer section of the survey but had left no details of what they wanted to volunteer for. IW had already emailed them all and asked them to clarify their intentions.

- LL wanted to start a Community Speed Watch Group immediately and this was agreed to. He will lead it and contact the volunteers directly and contact details for the police & authorities are shown in the Survey Recommendations.
  - For the remainder of the activities it was agreed that we would host a meeting in November of all the volunteers identified in the Survey and also invite the rest of the parishioners to attend. We would also ask RW & the S-RCC to attend & facilitate. Dates suggested were Thursday 15<sup>th</sup> or Wednesday 21<sup>st</sup> November at 7.30pm.
6. Agree on the production of a feedback item for imminent publication
- The mediums for publication would be “Parish Matters”, the Parish Magazine (church) and Cockshutt Village Facebook (IW afterthought: Additional mediums could be The School, WI, Coffee morning).
  - IW to write summary highlights of the survey results and point readers to the PC website where we would publish the statistical results only edition of the survey. This would also tell people the next steps we would be taking & in particular the proposed November volunteers meeting. This to be done before the 14<sup>th</sup> October.
  - The next deadline for the Parish magazine (church) is Sunday 14<sup>th</sup> October for publication around the start of November
  - It was agreed that we publish the next edition of “Parish Matters” at the same time if possible. JC is to instruct the Clerk of the PC to do so and he will also contact the usual contributors for their items to meet that deadline.
  - The meeting thanked EW for his kind offer of a stall at The Christmas Fayre but decided to decline as it was thought people wouldn’t be that interested in the CLP at a “Christmassy” type of event.
7. Plan & timetable for developing our ultimate plan document
- As the majority of the meeting was taken up with the 2 items above, this item was only briefly covered.
  - It was agreed that we all needed to look at the internet to look at other CLP’s that have published in Shropshire.
  - It was agreed that the next step would perhaps be the arrangement of a Parish wide meeting early in the New Year to discuss the survey results and help decide on the direction of the plan.
  - We will publish at the beginning of January, a date for this community meeting.
8. Finances
- RW had notified us that S-RCC’s costs to date were £782.95 plus VAT and that they would be invoicing the PC Clerk on the 4<sup>th</sup> Oct 2018. This is a significant reduction on the £934.42 plus VAT that was estimated & issued on 1<sup>st</sup> Feb 2018 after consultation with RW.
  - The Steering Group would like to record our thanks to RW & S-RCC for the savings they have been able to make as well their continued involvement with our project.
9. Date of next meeting
- Next meeting to be on Thursday 1<sup>st</sup> November 2018 at Cockshutt Millennium Hall at 7.30pm.
  - To IW to book the Hall.