

Meriden Parish Appraisal Steering Group

Minutes of meeting held 3 January 2008 at Heart of England Club

Present: Iain Roxburgh, Tessa Roxburgh, Sharon Tuersley, Ian Tuersley, Mel Lee, Paul Lee, Clive Jones, Lis Willis, Julie Hall, Angela Edkins, Jacqui Fisher, Gerry Russell

Apologies: Lynn Hunt, Kevin Hunt, Rosie Weaver, Rev. Michael Dawkins, Joanne Hope, Mike Watkinson

1. Minutes of the meeting held 13 December 2007

It was noted that Dr Kam was at the meeting and Joanne Hope had sent apologies. Finally, Planning Sub-Committee meeting should in fact be Parish Sub-Committee meeting. With these amendments the minutes were agreed to be an accurate representation of the meeting.

2. Appraisal – report on action following last meeting

Gerry reported that he had emailed the Rotary club to ask if we can arrange a visit and he is awaiting a response.

3. Newsletter

Iain distributed the first draft of the newsletter but asked if other contacts could be added, Mel, Lis, Sharon and Ian volunteered to add their details.

The newsletter is intended to provide information on the Parish Appraisal and be a vehicle to recruit volunteers to help with the distribution of the household questionnaire. After some discussion it was agreed that some modifications could be made to the newsletter to make it more attention-grabbing, these included the lay out, text and paper quality. Mel and Paul volunteered to re-draft it. Any cost for printing would need to be established before 16 January 2008 so that it could be agreed at the Parish Council's Sub-Committee meeting.

Action: Mel & Paul

The newsletter should be distributed before the end of January 2008. Julie has received the electoral role but there are strict guidelines on how it can be used. Some discussion followed regarding what information we required and how to minimise the workload. It was agreed that we only require the addresses, Julie will see if she can get just this information and Angela offered to try and map postcodes on to the Parish map. Members of the group have given their names to help with the distribution of the newsletter.

Tessa, Jacqui and Iain have established contacts in Millison's Wood, Eaves Green caravan park and Meriden Hall Caravan Park, respectively, who may be able to help with the distribution and collection of the Household Questionnaire.

Gerry suggested that we should also leave copies of the newsletter in the Library and other strategic places.

4. Workshops and meetings with local organisations and businesses

Methodist Church, Sunday 6 January 2008, Mel, Lis and Julie will be attending the coffee morning and Paul will be helping put the stand up.

Lis provided a report on the school's analysis and explained that some of the responses may be linked to the school's own surveys and visits. Lis will keep the originals until the questionnaire is distributed. Julie offered to send an official Parish Council letter to the children thanking them for their contribution.

Action:

Julie

5. Design of Household Questionnaire

Rosie has taken the list of questions from the Gloucester University pack and highlighted what she thinks are the most relevant. Iain will provide a document which contains those questions and then distribute it to the group. Any of the group are welcome to look through the whole list of questions and pick out relevant ones and forward to Iain. A sample questionnaire will then be compiled so we can discuss it at the end of January.

Action: Iain

Iain reported that he had met with Susan Goldberg and David Deanshaw and they had put him in touch with the company which completed the analysis of the Balsall Common questionnaire – they suggested that it would have been advantageous if they had been involved at an earlier stage. Iain has a meeting 15 January 2008 to discuss questionnaires and analysis with the company.

Iain has also been in touch with Phillip Greenaway from Esos, Meriden Hall; they also conduct customer questionnaires. Iain and Ian Tuersley will be meeting with Phillip on 24 January 2008.

6. PCT Estates Strategy

Iain and Tessa have learned that the Primary Care Trust is about to finalise their strategy for investing in estates and surgeries. It appears that Balsall Common may be the focus above Meriden's surgery. It was agreed that although we may be too late to influence any major decisions we should approach the surgery to establish the situation and provide any support they may require from either this group or through the Parish Council.

In the meantime Tessa has sent correspondence to the PCT stating that 'At a minimum we need the present services to continue in Meriden and for these services to expand to meet any growth in population.'

7. Recruitment of more volunteers to distribute and collect the questionnaire

This was discussed and agreed under section 3 Newsletter.

8. Any Other Business

8.1. Meriden Mag

The deadline for copy is 5 February 2008, there will be an article with an update on where we are, what we've achieved etc. It will also begin to outline some of the headline issues that have cropped up in the workshops and be used to recruit volunteers.

8.2. Parish Council tax letter

Paul suggested using the council tax letter from the Parish Council as a final door drop, reminding households of the forthcoming questionnaire. It was agreed that this was a good idea and Julie would investigate the possibility.

Action: Julie

8.3 Data Protection

We discussed the possibility of having to sign an undertaking to uphold the Data Protection Act because we are dealing with peoples' personal information.

8.4 Open Meeting

It was suggested that we hold an Open Meeting 13 February 2008 and that we need to advertise it widely. Once again the objective will be to raise awareness of the Appraisal, our profile and recruit more volunteers.

8.5. Display

It was agreed that we should update the text on the display so that it can be used in the Library and in the Centre. Mel volunteered to update the display and Iain agreed to book suitable blocks of time at the Library. Use of The Centre's window is more flexible.

Action: Iain/Mel

9. Date of Next Meeting

Thursday 31 January 2008, 7:30pm and the Heart of England Club