

Meriden Parish Appraisal Steering Group

Minutes of meeting held 8 November 2007 at Heart of England Club

Present: Iain Roxburgh, Sharon Tuersley, Clive Jones, Mel Lee, Paul Lee, Lynn Hunt, Kevin Hunt, Will Markham, Lis Willis, Gerry Russell, Julie Hall, Angela Edkins, Mick Watkinson, Joanne Hope

1. Apologies: Val Martin, Ian Tuersley, Chris O’Gorman, Rosie Weaver, Marilyn Hamilton

2. Minutes of the previous meeting

It was agreed that the minutes were an accurate record of the 15 October 2007 meeting.

3. Actions arising from the previous minutes

3.1 The list of local organisations and businesses continues to be populated.

Lis Willis

Iain has had no further response from the U3A representative at Balsall Common. Gerry reported that he had spoken to 3 Meriden U3A members and they confirmed that the all information should be forwarded to the Balsall Common U3A representative.

Iain R

3.2 Mel demonstrated the full and mini presentation she had put together. The group commented that the content was very good, clear and simple. It was suggested that the colours were not distinctive and it was agreed that these could be changed. We would also include a large print A3 version. **Sharon T**

Iain suggested that a section be added that refers to the forthcoming questionnaire. A trial of the mini version was piloted at the WI on 7 November and we are awaiting feedback.

3.3 Iain will be working on the FAQ sheet shortly.

Iain R

3.4 A grant of £3,500 has been awarded by Solihull MBC. This is not time limited. Iain circulated the document amongst the group. We are still waiting for confirmation on the ‘Awards For All’ funding.

3.5 Solihull MBC can let us borrow a variety of display stands and equipment. The contact is Mary Pittaway, she will need notice of our requirements and your own transport is necessary. With this in mind Iain suggested it would be better to see what type of display stands they have so we can arrange the logistics.

- Lis spoke at the School’s Governors’ meeting and they are keen to support the Appraisal. Iain met with Jackie Smith it was agreed that on 30 November 2007 someone would present at the school assembly, Lis, Will and Iain volunteered to do the presentation. This would then be followed by the children working on the exercise in their classrooms with the teachers facilitating. The school would want to be committed at a later stage in an interactive way based on the issues they had raised from this exercise. The alternative suggestion of us going into the classrooms was dismissed after some discussion. **Iain R., Lis W., Will M**

- Gerry spoke to the outgoing president of the Rotary club who expressed an interest and would raise the issue with the club. However, it was pointed out that the run

up to Christmas is a very busy time for the Rotary club. Gerry also raised the fact that over two thirds of the club are not Meriden residents. After some discussion it was agreed that their view is still valid at this stage and will help to shape the questionnaire that will be limited to Meriden residents.

Gerry R

- WI progression is discussed in section 3.2
- Lis hasn't approached the Monday and Wednesday club as yet but suggested that it would be helpful to have the large print presentation and more people to facilitate the discussions during the 3 good/needs improvement exercise. **Lis W**
- Julie also suggested that it would be helpful to use the single sheet presentation and facilitate discussion with the parents in the Toddler Group.
Julie H
- Mike Dawkins asked how the exercise linked to the questionnaire; Iain confirmed that the exercises and its results would help shape the questionnaire.
- Mel has tried to contact Alan McEvoy regarding lists of the Sports Club but hasn't been able to, this is still ongoing. **Mel L**
- Mary Pittaway has supplied electronic versions in A4 maps of the whole parish and the whole village. There are also A3 and A2 plans in hard copy that can be used for presentations.

4. Housing Development Brief

Iain has had a meeting with Solihull MBC and unfortunately they are unwilling to delay selecting a developer. However, they are very keen to re-establish a good relationship with Meriden residents and the Parish Council and as such they have agreed to attend a meeting with the Village Appraisal Steering Group. After some discussion it was agreed that the meeting should follow a format with questions sent to the council before the meeting so they have the opportunity to answer them fully. It was also agreed that this opportunity should be seen as a new start and a chance to begin constructive dialogue, thus historical issues and events should not be raised. Iain also reiterated that the Steering Group's role in this issue should not be confused with that of the Parish Council's.

Iain asked group members to email specific questions to him to be raised at this meeting.

All

5. Appraisal Finance and Grants

As reported in section 3.4 Solihull MBC have awarded us a £3,500 grant. The account will be held by the Parish Council but will be for the sole use of the Steering Group. Rosie Weaver will compile some protocols and procedures for accessing the account.

Mike Dawkins raised the issue of appreciating the facilities at the Heart of England club. It was suggested that a donation to the club would be appropriate at a future date.

6. Appraisal Timetable

Iain suggested that we should start to consider the timetable for the Village Appraisal, especially in view of the 1 year time limit on the Awards for All Fund (confirmation pending). Although it's a substantial task, the future plan for the village doesn't need to be completed in that time and there is the opportunity of phased funding. After some discussion the following timetable was suggested

as a possible target to aim for:

- Phase 1 = group exercises, feedback, develop questionnaire to be distributed in April. It will need to be collected back within 2 weeks. This latter process requires a great deal of support and willing volunteers!
- Phase 2 = Analysis of the questionnaire, this is likely to involve an independent person although it was agreed that this can be discussed at a later meeting.
- Phase 3 = Write the report ready for publication in November 2008

Formulating the questionnaire will take time and the workshops with organisations and groups are essential to this process.

It was suggested that we use the spare page in the Meriden Mag to trial the single sheet exercise, this could be handed in at different Village locations, Joanne and Kevin both agreed to collecting them at the surgery and The Centre respectively.

Once compiled, the questionnaire will need to be piloted with the Steering Group and a small cross section to illustrate potential problems. Iain reported that the Rural Community Council have a great deal of experience and are happy to give advice. He has also been given some software, although outdated, to help with questionnaires.

Iain suggested that we should devote one of our meetings to looking at different questionnaires. He has samples that could be circulated amongst the group before the meeting and then feedback could be given by group members.

All

7. Any Other Business

7.1 The spare page in the Meriden Mag has been discussed earlier but some discussion was raised around the administration of any forms received from the Mag and from workshops. It was suggested that an age range be put on the Meriden Mag page to help with analysis.

7.2 Iain has approached Andrew McKareth from the Heart of England School and he has offered to introduce Iain to a Meriden resident who teaches at the school, to see how we can engage with this particular age group.

7.3 Lis reported that the Deputy Head at the primary school may be able to help with compiling the questionnaire as he does have experience in this area.

8. Date of next meeting

It was agreed that the next meeting should be with Solihull MBC, Iain will agree a date with Paul Watson and then report back to the group. The venue is to be confirmed.