

Meriden Parish Appraisal Steering Group

Minutes of meeting held 13 December 2007 at Heart of England Club

Present: Iain Roxburgh, Tessa Roxburgh, Sharon Tuersley, Ian Tuersley, Clive Jones, Mel Lee, Paul Lee, Lynn Hunt, Kevin Hunt, Lis Willis, Julie Hall, Angela Edkins, Joanne Hope, Rev. Michael Dawkins, Jackie Fisher, Rosie Weaver, Gerry Russel

1. Apologies: Chris O’Gorman, Graham Goodsir

2. Minutes of the meeting on 8th & 27th November

The minutes were agreed to be an accurate representation of the meetings.

3. Matters Arising from previous minutes

Iain R suggested that short notes should be written on the consultation process with the developers. Rosie also suggested that we should begin engaging with the developers at the Planning Sub-Committee meetings, February 13 2008 and March 19 2008. It was also thought beneficial to have a ‘hotline’ for issues that may arise from the development.

Rosie and Iain agreed to discuss the key points and circulate their information in early January.

Action: Iain R & Rosie W

4. Management of Parish Appraisal Finance

Iain previously circulated the process. Mel asked about time-sensitive expenditure over the £50 limit. Rosie stated that it could be agreed in either the Parish Council Meeting or at Sub-Committee meetings, this enables decisions/signatures to be authorised every fortnight.

5. Workshops and meetings with local organisations and businesses

Women’s’ Institute – Iain circulated the analysis although this has not been fed back to the WI yet. Mel suggested it might be better to display the analysis in percentages rather than numbers.

Meriden Mag – There were 5 responses.

School Fete – It was a positive event and Tessa has completed some analysis

Primary School – Another positive event with plenty of responses. Common positive themes included the Green and Shops, the negative included traffic, litter and graffiti.

The results need to be fed back to the children.

Rotary – Gerry will pursue in the New Year.

Monday Wednesday club – Lis will pursue in the New Year.

Toddler Group – Julie and Lis will pursue in the New Year

Packington Estate – Gerry has a meeting with Nick Barlow, the Estate Manager, in the New Year.

Sports Clubs – Following a discussion it was agreed that we try to organise a joint meeting between the Archery club and the Cricket club. Mel would also pursue the contact list from Alan McEvoy.

A discussion followed regarding promoting the Village Appraisal, ideas included, leaving forms in the Village Hall for people to complete, attending the coffee session after the church service, a display in the Centre – particular during the Carol Singing on 22 December, a display in the Library with a countdown to the Household Questionnaire, writing a letter to local businesses, a door drop prior to the questionnaire and designing a strap line to make the Appraisal recognisable. It was agreed that Mel would collate ideas and develop the strap line, Rosie would check with the Library about displays and Iain would construct a letter to local businesses.

Action: Mel, Rosie & Iain

6. Appraisal Work Plan and Timetable

Iain circulated a more detailed workplan. There was a lengthy discussion regarding the very tight timescale for producing the draft questionnaire by February. Iain stated that we were bound by the funding from 'Awards for All' to distribute, analyse and produce a report on the questionnaire before November 2008. It was agreed that we could use Balsall Common's questionnaire as a template and add our own village-specific questions that should be led by the feedback we've received so far.

It was also thought sensible to learn how Balsall Common organised their questionnaire and why they had a low response rate the first time.

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

The group discussed the need to recruit and train volunteers to help with the distribution and collection of the questionnaire. There are approximately 1,500 houses and it was suggested we may need around 100 volunteers.

Paul asked if we could have a copy of the Electoral Roll which he would look at to ascertain specific areas, Julie can provide this.

Action: Julie

Mel said she would look at possible strategies to recruit volunteers. **Action: Mel**

Michael suggested it might be sensible to have something in writing when we begin recruiting so people know exactly what's involved.

8. Date of next meeting

Thursday 3 January, 7:30pm, Heart of England Club