

## Meriden Parish Appraisal Steering Group

### Minutes of Meeting held 15 October 2007 at Heart of England club

**Present:** Iain Roxburgh (Chair Meriden Parish Appraisal), Tessa Roxburgh, Gerry Russell, Rev Michael Dawkins, Graeme Goodsir, Julie Hall, Lis Willis, Melanie Lee (Parish Councillor), Paul Lee, Sharon Tuersley, Ian Tuersley, Chris O’Gorman, Clive Jones

**Apologies:** Rosie Weaver (Chair Parish Council), Margaret & Ken Argyle, Mavis Edwards, Jacqui Fisher, Mike Watkinson, Angela Edkins, WI representative

#### Minutes 8 Oct. meeting

Amendment – it was noted that Paul Lee is not a Parish Councillor. The minutes were agreed to be an accurate recording of the meeting.

#### Actions arising from previous meeting

- Paul has created a list of local businesses and organisations using the Meriden Mag, Look Local and the Yellow Pages. Lis has added to the list and organised it into different sections. Iain thanked both Paul and Lis for their excellent work and suggested that the list be circulated amongst the group in order to complete any possible gaps.
- Iain has contacted the University of the 3<sup>rd</sup> Age (U3A) in Balsall Common; their representative will write letters to U3A members living in Meriden.
- Iain and Clive have met to discuss the Development Brief for the Playing Fields; this will be discussed more fully under that section of the agenda.

#### Brief Reflections

A brief discussion followed regarding the low number of people participating. Iain stated he was optimistic and encouraged by the volunteers and if we focus on contacting organisations and using their upcoming events to showcase the Village Appraisal we will hopefully encourage more people to participate.

#### Involving Organisations in the Appraisal

##### a) What do we want to communicate?

- It was agreed that we need a common script. This can be drafted from the current Appraisal information to form a leaflet. **Action: Mel & Sharon**
- Iain suggested an FAQ sheet to help the group and volunteers at events and meetings.  
**Action: Iain**
- Promotional material will be necessary but there is a cost issue. Mel informed the group of a grant application made by the Parish Council which we should have notification of in the next 5 weeks. It was also suggested that we contact some of the more prestigious companies e.g. Pertemps, Forest of Arden and Packington estate to obtain sponsorship.
- Displaying stands may be problematic because of Public Liability Insurance. Julie can contact the insurance company linked to Solihull MBC and Iain will contact Steve Patalong regarding the use of a display stand. **Action: Julie & Iain**
- The Library could be used for a display and subsequently other shops on the Green e.g. The Centre

##### b) Who should we focus on?

Mel suggested using the Village statistics to create a target percentage for each group. A discussion followed regarding several organisations and their subsequent links to other groups. It was decided that if we identified key contacts in organisations we could network in order to

access other groups.

Several organisations were identified for initial contact:

- Primary School – stall at Christmas Fete, Saturday 1<sup>st</sup> December, Lis and Julie will contact the Governors  
**Action: Lis/Julie**
- Rotary Club  
**Action: Gerry**
- WI  
**Action: Gerry**
- Monday & Wednesday Club, SAFA  
**Action: Lis/Mel**
- Methodist Church Toddler Group  
**Action: Lis**

It was noted that we had covered the young and older groups but the substantial middle section was missing. After some discussion it was agreed to try and arrange a single meeting with the Village's sports clubs. It was suggested that Alan McEvoy would be a good starting point as he has previously accumulated a list of sports clubs' representatives.  
**Action: Mel/Paul**

It was also agreed that once we had a common script we could engage with groups on our own initiative.

There was a discussion regarding maps and boundaries. Iain assured the group that David Simpson from Solihull MBC will provide us with a good quality map but for our current purposes the boundaries are not as crucial. We need to enter into a dialogue with all stakeholders, including externals because they do have an impact on the Parish. The boundary issue will become more important for the distribution of the questionnaire.

### **Housing Development Brief for Playing Field Site**

The marketing programme from Solihull MBC was passed amongst the group. This development will have a large long term impact on the village and as such it was agreed that the Appraisal Steering Group does have a part to play. After a lengthy discussion it was agreed that the Steering Group would work in conjunction with the Parish Council. Clive would begin by going through the paper work and formulating a series of questions regarding, traffic, education, social housing, utilities sustainability etc.. These issues can feature in the Appraisal process. Ian T mentioned his previous letters to Solihull MBC and will forward them to Iain and Clive. Iain will then draft a letter to the Cabinet Member and circulate it amongst the group.  
**Action:**

**Clive/Iain/Ian T**

### **Any Other Business**

None

### **Date of next meeting**

Thursday 8 November at 7:30pm in the Concert Room, Heart of England club