

**Meriden Parish Appraisal Steering Group
Minutes 20 May 2008**

Present: Sharon Tuersley, Ian Tuersley, Mel Lee, Paul Lee, Julie Hall, Shirley Goodsir, Lis Willis, Terry Scott, Michael Dawkins, Tessa Roxburgh, Iain Roxburgh, Angela Edkins

1. Apologies: Jacqui Fisher, Lynn & Kevin Hunt, Rosie Weaver, Gerry & Joan Russell, Margaret Holsworth, Joanne Hope

2. The minutes of the previous meeting were agreed to be an accurate record of the proceedings.

3. Housing/Playing Field development

This agenda item was moved due to its impact on the remainder of the agenda.

Julie and Rosie attended a meeting on 20 May with Solihull MBC's Acting CEO, Mark Rogers and 3 ward councillors, David Bell, Mike Swallow and Ian Hillis, regarding the current situation with the housing development.

The meeting concluded that a report needs to be prepared for Ian Hillis that outlines the following options:

- Accept the reduced offer from Bryants
- Go back to the shortlist of tender applications
- Put the development on hold for 12 months to assess the national housing situation

This means a 3 month period of delay until one of these options is decided upon which gives the Steering Group an opportunity to feed in the results from the Household Survey.

The current play facilities were discussed at the meeting and although unresolved Solihull MBC will look into finding some resource to update the current equipment. This is particularly pertinent in view of a recent report compiled by Wickstead which highlights potential Health and Safety issues of play facilities.

A discussion followed regarding the original development agreement and the impact of the costings as laid out in this agreement.

4. Household Survey

Distribution & collection – It was generally felt that there had been a very positive response to the survey. Lis had some problems delivering to out-of-area places due to lack of house names/ numbers.

Returns – A rough calculation suggests that the current returns are just over 30% which is very encouraging.

Data Input preparation – It was agreed that the group would meet on 5 June 2008 at 7:30pm to open all the surveys and remove the back sheets for the prize award. Iain will produce a protocol checklist to ensure we adhere to Data Protection guidelines. The location is to be confirmed.

Iain asked Paul to update the list of volunteers who would be willing to input data.

Action: Paul

A discussion followed regarding the disposal of the paper questionnaires. It was agreed that we would keep them until we had the summary report from ESOS. It may be possible to store them in the Parish Council's file in the Library until we have this report.

It was agreed that the pilot questionnaires could be destroyed.

Action: Ian T

Prize Draw Arrangements – This has been organised for 1 July at the Heart of England Club

Timetable for main survey – ITEM CLOSED

5. Promotion and Publicity

Meriden Mag – This has been organised

Follow-up Newsletter – it was agreed that this would be prepared for mid-June so that we could include an idea of the questionnaire return rate.

Other continuing awareness raising – Iain appeared on the Coventry and Warwickshire radio show, this was then repeated on other radio pieces.

Mel is keen to promote the Appraisal and subsequent issues nationally. It was agreed that the message should be clear and linked to items such as the Community Empowerment paper and shows that as a community we are working with government initiatives to improve our community.

6. Planning for the next stage

Iain had previously circulated his notes for planning for the next stage. The notes detail themed groups for us to conduct research which will complement the information we receive from the household questionnaire.

After a discussion of the themes and whether they should be sub-themes under a collective group, it was agreed that we would group some of them together and that we would also delay engaging directly with young people and children until the start of the next academic year. However, we can still make contact with key people who could help us with engaging with this group in September.

The themes will be divided as follows:

Themes 1,2,3 = Lis (convenor), Julie, Shirley and Tessa

Themes 4, 5 = Sharon (convenor), Iain and Mel

Theme 6 = Tessa has completed the majority of this but will work with Lis on the education aspect.

Theme 7 = Iain (convenor) and Julie

Theme 8 = to be arranged.

Iain reiterated the key points of the core brief and stressed this research is about setting the context of the facts so that this can be compared against the information gathered from the household questionnaire.

7. There was no other business

8. Date of next meeting

5 June at 7:30pm venue to be confirmed