

**Meriden Parish Appraisal Steering Group
Minutes 24 April 2008**

Present: Iain Roxburgh, Shirley Goodsir, Terry Scott, Pat Wright, Gerry Russell, Lis Willis, Rosie Weaver, Michael Dawkins, Mel Lee, Paul Lee, Ian Tuersley, Sharon Tuersley

1. Apologies: Julie Hall, Joanne Hope, Clive Jones, Marilyn Hamilton, Chris O’Gorman, Kevin Hunt, Lynn Hunt, Angela Edkins, Tessa Roxburgh

2. Minutes of the last meeting: These were agreed to be an accurate recording of the meeting on 26 March 2008.

3. Update on Workshops:

- Monday/Wednesday club – very useful for identifying the need to help this particular group with the questionnaire, no further action
- Toddler group – no further action
- Sports clubs – no further action

Item closed

4. Household Survey

- **Distribution and collection logistics** – dealt with in Collection Briefing
- **Esos** – ready to begin online questionnaire
- **Data Input** – we need more volunteers for this and we need to begin planning how we complete this part of the survey to ensure we have Quality Assurance.
After some discussion it was agreed that the questionnaires would be collected in one place, back sheets torn off for the competition and then distributed to pairs in the group to input the data.

We need to check with Esos regarding Data Protection and the back sheets.

Action: Iain

- **Prize Draw arrangements** – there was a short discussion regarding the awarding of the prizes. It was agreed that we would hold a small open meeting at the Heart of England club on 1 July which would be advertised in the Meriden Mag.
- **Timetable of main survey** – discussed in last meeting. **Item Closed**

5. Promotion and Publicity

- **Newsletter 2** – was distributed advertising the forthcoming questionnaire and the prize draw.
- **Follow-up newsletter** - in early June thanking people for completing the questionnaire, detailing the response rates, prize draw and award ceremony.
Action: Iain R & Mel
- **Meriden Mag** – the deadline is 5 May, encourage people to complete the questionnaire and advertise the prize draw. **Action: Mel**
- **Other Continuing Awareness raising** – we discussed putting a small article in the Solihull News, Solihull Times, Solihull Observer and Coventry Observer. Rosie stated she would ask Julie for the contacts.

Action: Rosie

We will also continue using the Parish Council boards, the Doctors’ Surgery, the Library and The Centre to advertise the survey.

6. Planning for the next stage

- **In depth look at key issues** – Iain R raised the issue of looking at the various views and issues that will arise out of the survey. It was suggested that we group these issues and that volunteers would analyse them separately in more depth in relation to different groups, e.g. young people, older people, families. Ian T volunteered to do the statistical

interrogation in order to establish any correlations and to ensure objectivity.

- **Theme Groups** – Iain R will produce a briefing note for the next meeting with a list of the themed groups and an outline brief for each group with a common core.

Action: Iain R

7. Joint Parish Council/Appraisal Open Meeting 30 April

- Housing/Playing fields' development – the meeting has been cancelled because Bryant Homes have pulled out of the development.

As this is a contentious issue we checked through the questionnaire to establish if this was likely to cause any problems with the survey. It was agreed that the questions relating to the development would not be affected by this news.

8. Any Other Business

Rosie asked if there had been an update on the businesses' questionnaire. Iain replied that there had been 12 responses. However, he has been unable to establish his contact with Business Link and is not pursuing it at the moment. Gerry stated that he would be happy to help with contacting Business Link.

9. Date of Next Meeting

Tuesday 20 May at 7:30pm in the Heart of England Club