

## Meriden Parish Appraisal Steering Group

### Minutes of meeting held 28 February 2008 at Heart of England Club

**Present:** Iain Roxburgh, Sharon Tuersley, Ian Tuersley, Angela Edkins, Michael Dawkins, Julie Hall, Graeme Goodsir, Kevin Hunt, Pat Wright, Gerry Russell, Linda Neall,

1. Iain welcomed Linda and Pat as new members to the Appraisal Group.

2. **Apologies:** Rosie, Liz, Tessa and Lynn

3. **Minutes of the last meeting.**

These were agreed to be an accurate recording of the meeting on 31 January 2008.

3a. **Matters arising:**

Gerry reported the recently distributed 'pharmacytoyou' leaflet could be an issue for the chemist, this should be recognised in our household questionnaire.

4. **Update on workshops**

- Monday and Wednesday club – Liz and Tessa are liaising over dates to visit the club.
- Toddler group – Liz not present to update us on this
- Sports Club – Mel is still working on this and has had a call from Barker Butts offering their facilities to any of our local clubs.
- Packington Estate – Iain and Gerry met with Nick Barlow, he is quite keen for Packington to be involved but as yet is not sure what this will incorporate. Iain has sent Nick some literature about the Appraisal and added Nick to the email circulation. Gerry reported that it had been a very positive meeting and suggested that they maintain the ongoing dialogue. There was also a discussion regarding the impact of the PCT on the surgery.
- Rotary Club – Gerry has arranged a meeting with the club next Tuesday

5. **Business Survey**

Iain has received approximately 10% of the initial business surveys back. Most of the responses covered the benefits of the location and accessibility of Meriden to their business. Iain was surprised that we hadn't received responses from the businesses that we, as residents, come in to contact with most often; such as the shops and restaurants. Angela suggested that it could be because the owners of these businesses don't live in Meriden and therefore don't feel that it impacts on them.

Iain stated that there were lessons to be learned from this initial mail shot, including supplying an email address to respond to or enclosing a stamped addressed envelope for the actual business survey. Paul suggested just emailing the businesses the survey and he offered to find their email addresses.

**Action: Paul**

Iain also reported that he had not had confirmation from Business Link about the funding for the business survey.

6. **Household Questionnaire**

**Pilot Questionnaire**

Iain is beginning to incorporate the comments from the group into the revised version, it was noted that the link between parking and the potential loss of shops should be made clearer in the questionnaire.

Iain suggested we needed 25-30 people across the age range to complete the pilot and return an

evaluation sheet so we can assess their experiences of completing it. Paul and Mel offered to find volunteers and will ask the group if they need to boost the numbers.

**Action: Paul/Mel**

There was some discussion on piloting the questionnaire amongst ourselves but Ian T suggested that this was unnecessary if we passed our comments on to Iain R. Iain R agreed as long as the group were committed to scrutinising the revised version of the questionnaire and returning comments.

The pilot will be carried out on the week beginning 10 March 2008 and a question will be added to the evaluation sheet asking whether the respondent would have preferred to complete the questionnaire online.

A discussion followed regarding incentives to encourage residents to complete the questionnaire. This is something that will be followed up once the questionnaire is ready for printing and distribution.

**ESOS & Pertemps**

Iain reported that Pertemps have already committed their funding capital for this year and so we are unlikely to receive anything further. Phil, from ESOS said that the next stage is to approach Tim Watts directly to see if we can get any further funding.

Iain has received a copy of the contract from ESOS, there have been some issues because we are responsible for the production, distribution and collection etc. and this impacts on how ESOS deliver their service. Phil has produced a document that outlines each person's responsibility and Iain thinks they will be in a position to agree the contract early next week. The contract will then be sent to Julie for consideration by the Parish Council for 19 March 2008

A discussion followed regarding the printing costs and design. It was agreed that the look and feel of the questionnaire would be an 'honest' and 'work-like' booklet that reflects our intentions of not wasting the funding we've received, and consideration of carbon foot print etc. This will impact on costs and may effect who does the printing.

Another discussion followed about how we input the paper results online. We were reminded that it would be our group and volunteers inputting the data. Linda suggested that we approach the school and ask if we could use a bank of computers one evening and do some of the work collectively.

**7. Promotion and Publicity**

The displays in the Centre and the Library have received very positive comments but we need to update them as we get closer to distributing the questionnaire.

The Feb/March newsletter is our last opportunity to promote the questionnaire. We will aim to distribute this after the Easter holidays and the public meeting on the 19 March can be used to inform the newsletter. **Action: Mel/Iain**

There will be a leaflet in with the Council tax letter due in March.

The Birmingham Post has approached Julie about an interview of what it's like to live in Meriden. The reporter is coming this Sunday and Iain has agreed to be interviewed.

**Action: Iain**

The Solihull Times did a story about the Parish and Julie will contact him to see if he would like to do a follow up about the Appraisal and the Parish Plan.

**Action: Julie**

We need to contact newspapers that are distributed in Millison's Wood. Julie has a list of reporters' email addresses from when we closed the road for Remembrance Day; she will contact them and ask if they would like to do a story.

**Action: Julie**

Pat also suggested contacting local radio to see if they would like to interview anyone from the group.

**8. Joint Parish Council/Appraisal Open Meeting 19 March 2008**

Bryant Homes have been selected as the developers. Iain reported that there has been no confirmation of their attendance at this meeting. Julie reported that the planning office has stated that it could compromise further planning decisions if they attend the meeting.

A discussion followed about the development and Paul suggested we invite Paul Tovey and Suzie Pugh from the transport section of SMBC as well as a police representative. Julie agreed to invite them and reported that Caroline Spelman has sent her apologies.

**Action: Julie**

Iain stated that the meeting should be in 3 stages:

1. Discussions with the Bryant Homes

- Listen to what they are proposing
- Highlight potential traffic issues
- Density issues

2. Publicise the Village Appraisal

3. Parish Council business – Julie suggested publicising the 31 March Parish Council meeting because there would be a discussion about transport issues and a representative from the 192 bus company would be attending.

**9. Any Other Business**

Iain is on holiday when we do the pilot (10 March). Julie asked if he could ensure she has the contract and projected printing costs before the 19 March meeting.

**10. Date of next meeting**

**Wednesday** March 26 at 7:30pm at the Heart of England Social Club