

CRADLEY PARISH PLAN STEERING GROUP

Report of Meeting held on 27th July 2009 at The Old White House

Aim: Analysis of PFR and development of Questionnaire

Present: Peter (Chair), Jerry, Mac, Nils, Pat, Rosemary, Tanya and Sue

1. **Apologies:** Mark

2. **Analysis of Planning for Real**

Much positive feedback had been received from the 4 PFR sessions, with 157 attending across the 2 villages (approx 10% of the population). Comments included recognition of the 'professional' display, appreciation of contact with representatives from the various theme groups and also the warm welcome. Unfortunately Bill Wiggin, MP, and our local councillors (Rees Mills & Roy Stockton) and other dignitaries invited, had been unable to attend, although Cradley Parish Council had been well represented.

A summary of all 'flags' planted had been produced and circulated. Thanks were extended to Rosemary and Peter.

3. **Preparation of Questionnaire**

The following action points were agreed prior to drawing up of Questionnaire:

- **Hot Spots**

Areas under/not represented at the meetings to be targeted to ensure the whole community has access to the Parish Plan process. Pat to identify in consultation with Herefordshire council.

PAT

Questionnaires to be hand delivered to all parish residents, ideally with an opportunity to speak face to face, specifically with a view to making contact with disadvantaged individuals (ie: those without transport, the elderly and infirm who cannot attend meetings).

ALL

- **Evergreen Club**

Members of PPSG to attend the annual coffee morning, to be held on Tuesday, 11th August

ROSEMARY

The Leys/Buryfields

Sue to explore opportunity for members of PPSG to attend a coffee morning at the Leys (jointly arranged by MU and LMDG). Date TBC together with publicity/fliers, if appropriate within timescale.

SUE

- **The Elderly/The Youth**

Peter exploring opportunities

PETER

- **Any Others**

Peter exploring opportunities

PETER

Further to the above, concern was expressed as to whether enough people within the community are actually represented.

The urgency of the Website to be 'up and running' was re-emphasised. Pat reported on progress, which includes a definition and aim of the Parish Plan, the previous PP, an up to date contact page for PPSG members, links for feedback via all theme groups to Sue and information on Terms of Reference, the budget, PfR and Links to Hereford CC along with other relevant sites.

Whilst Pat has been instrumental in establishing/updating the web it was planned that Sue would take over the management of the site by mid/end August 09. Thanks were extended to Pat. **PAT/SUE**

All publicity (eg: CMS Newsletter articles etc) to continue to encourage use of website and also include website address: www.cradleyandstorridgepp.org.uk **ALL**

4. Timetable & Distribution for Questionnaire

Distribute: 4th/5th/6th September } details of distribution & **ALL**
Collection: 9th – 12th September } collection to be arranged **ALL**
Note: Produce Show on 10th Sept an opportunity **JERRY**

It was agreed that a summary of feedback from PfR should be included at the start of the Questionnaire. In addition, feedback from PfR to be posted on the Website asap. **SUE**

A proposal to appoint an 'Editor' re: formulation of Questionnaire was suggested. Peter kindly agreed to take on this role. Initial recommendation was for the questionnaire to be limited to 4 side of A4 (ie:2 sheets of A4) in order to encourage maximum uptake. **PETER**

As previously agreed, draft questions to be limited to approx 5 per theme group and feedback to Peter by **Friday 31st July**. **ALL**
In the absence of theme group leaders from Community Safety, & Employment/Business Agriculture Peter agreed to follow up. **PETER**

An edited version of the Draft Questionnaire to be fully discussed at the next meeting. Peter had submitted an article for the CMS Newsletter for the August edition.

LSP (Local Strategic Partnership; Herefordshire Partnership) to be invited to assist in developing the questionnaire. Peter already speaking to Chris Gooding and Michael Brown at Herefordshire Council **PETER**

An end point of 1st July 2010, for completion of the Parish Plan was agreed.

5. Date of Next Meeting: Wednesday, 5th August, 7.30pm at The Old White House