

Holmes Chapel Partnership Meeting

Held on Wednesday 25th July 2012 at 7.00 p.m.
at the Victoria Club, Holmes Chapel

Present: Jacqui Barton, Glyn Chambers, Jess Cragg, Dorothy Davidson, Stuart Gammon, Phil Hargreaves, Steve Ranger, Hazel Sutcliffe

In Attendance: Harry Brooks, Bethan Wiggett (part).

Apologies: Les Gilbert, Heather Jones.

1. Previous Minutes/Matters Arising

The Minutes of the meeting held on the 27th June 2012 were approved.

1. Actions from Previous Meeting

- Jess to be contacted regarding her successor – this has been done and Bethan Wiggett was welcomed to the team, she will be taking over from Jess.
- Stuart/Steve to liaise in connection with a poster to be produced for the recruitment of a Communications Officer – to be actioned. Stuart had contacted the Comprehensive School but had not received a response.
- Jess to speak to bands at school to see if they would be interested in taking part in the Christmas market and had received a very favourable response.
- Glyn and Heather to discuss Jubilee Walks – nothing further to report.
- Jess and Heather to provide photos for inclusion in latest newsletter – these had not been received before the newsletter went to print.
- Glyn to provide an explanation of WREN for the newsletter – this had been carried out.
- £1,000 grant from CEC had been secured by Glyn for the Christmas Market event.

2. Correspondence

- No correspondence had been received other than that already circulated to the Group.
- Phil raised a query regarding CEC's request to report on activities for young people as part of their requirements as set out in their letter in connection with funding. Glyn happy to provide report and will work with Beth Wiggett in this respect.

3. First Aid Register

Les had sent an e-mail in connection with formulating a First Aid Register, this had emerged for a conversation he had had with a member of the community, it was suggested that a register be made up of qualified First Aiders from the Village who could be called on to attend events such as the Christmas Market etc., as opposed to using the services of the St. John Ambulance, who charge for this. After a lengthy discussion, it was decided that this is something that the Partnership did not feel able to undertake due to the complexity of keeping the register up to date and issues regarding liability if there was to be an insurance claim relating to a particular First Aider.

Jacqui Barton agreed to contact St. John Ambulance to find out how much they would charge to be present at the Christmas Market.

Action: [Jacqui to speak to St. John Ambulance.](#)

4. 2012 Events and Projects

Christmas Market

1. Previous actions: –
 - Dorothy to draft letter, this has been done and sent out
 - Glyn had contacted Events Safety Advisory Group formally notifying them that we intend to hold the event and will complete the plan together with the necessary supporting documentation.
 - Hazel is to contact Stephen Docker with regarding to using his car park and will take one of the letters that Dorothy had produced.
 - Stuart had contacted the Manager at the Co-op who in turn had made contact with the relevant person within the organisation with regard to using their car park and received a positive response, although definite permission is awaited.
 - Stuart had booked the Scout Hall and St. Luke's Church Hall.
 - Stuart to contact Brereton Hand Bell Ringers.
 - Stuart to contact PC to ask if there would be funding from them.
2. Jess would speak to her Gran regarding power/lighting for the stalls, licence for music and insurance Dorothy had spoken to Christine Bates (JC's Gran) – see below.
3. Jess would speak to members of the brass ensemble to see if they would be interested in taking part – Jess had attempted to speak to Mr. Gwynett at school in this respect but had been unable to do so as he is now on secondment for 12 months.
4. Glyn has contacted companies who supply fairground rides and ice rinks and explained that the rides were managed on a profit share basis.
 - It was agreed that Glyn should compile a list of the rides available with photographs if possible to enable us to make a decision and to also find out the cost, size and technical requirements of hiring an ice rink.

- It was suggested that an ice rink would be a popular choice as no other local event has had one in the past. It was thought that either the Health Centre Car Park or the car park behind Molly Mumbles would be suitable for this depending on size.
5. Phil agreed to look at fairground organs if he attends the steam engine event at Astle Park.
 6. Dorothy had spoken to Christine Bates who had given the following advice:
 - She had suggested that we have a booking table where organisations and businesses could book a stall, it was agreed that the skip attached to the letter that had been sent out would be sufficient and that a booking table would not be required.
 - There was a discussion regarding the charges for the stalls, it was felt that we would want to charge less for Holmes Chapel businesses than outside businesses but it was agreed that until we knew how much the event was going to cost, we could not as yet agree a price for the stalls.
 - Christine Bates had warned about hawkers and said that they would try and book a stall, she had a list of hawkers that she has come across and would be willing to share the information. Alsager charges hawkers £300 per stall. It was pointed out that we needed to be aware of the law in this respect and Glyn agreed to look into this.
 - It was felt that it was in order for the PC to ask the PCSO if she could be on duty for the event.
 - Alsager had a stall that sold none alcoholic mulled wine which is something to consider and would avoid us having to apply for a drinks licence.
 - It was agreed that we need to ask a qualified electrician to advise and install generators etc to provide lighting for the stalls. Hazel agreed to look in Villages Mag to contact a local electrician.
 - It was agreed not to have fireworks as these were too costly but it was hoped that if the Jubilee beacon was still available then this could be used.
 - Alsager had a children's lantern parade, but as we are not closing the road, an alternative solution would be agreed as it was thought that a lantern workshop could be held for the children in St. Lukes' Church Hall in the afternoon. Glyn reported that Alsager also had a giant which he thought we would be able to borrow.
 7. Steve agreed to e-mail John Bishop to see if he is available for the switching on of the lights.
 8. Glyn to contact the Rotary regarding Santa and the sleigh.
 9. Phil agreed to plan the layout of the stalls. Glyn to contact CEC to ascertain the size of the stalls and to find out how many are available and how much notice they require. Glyn to e-mail Phil with the information.
 10. Dorothy to make contact with the owner of the car park to the rear of Molly Mumbles to find out if it could be made available for the event.
 11. It was agreed to approach The Deli to see if they would be prepared to open to serve teas and coffees.
 12. It was envisaged that the bands could perform in the Scout Hall and the hand bell ringers (if they are available) could perform outside.
 13. Chris Appleton has offered the use of his PA system.
 14. Dorothy reported that she had already received some replies to her letter from the Guiders, Churches (it is hoped that a donkey could be involved in the nativity), the Methodist Church has offered to arrange their service for 3.30 as opposed to 4.00 to fit in with the event. The George and Dragon have said that a local

band would probably be playing there that evening and they could supply hot dogs. Although Phil Davies (butcher) is away he is hoping that his staff would run a stall with hot turkey baps. David Morrey is keen to participate as are the men's Probus.

- Dorothy to draft letter to be sent to the businesses.

15. It was agreed that local art/craft clubs could be asked if they would like to exhibit in St Luke's Church Hall.

Actions: Glyn to complete plan and supporting documentation.

Hazel to contact Stephen Docker

Stuart to contact Brereton Hand Bell Ringers

Stuart to contact PC

Glyn to contact Fairground ride companies and the ice rink company

Phil to look into fairground organ

Glyn to look into law in respect of hawkers

Hazel to contact electrician

Steve to e-mail John Bishop

Glyn to contact Rotary

Glyn to contact CEC in respect of stalls

Dorothy to contact owner of car park to the rear of Molly Mumbles

Dorothy to draft a letter for the businesses

5. Project Updates

A. Cycling Village

Hazel had e-mailed a report prior to the meeting, as follows:

On July 9th meeting to discuss maps with Peter Hall of Congleton Cycling Campaign, Peter Farne of Alsager Sustainability group and Peter Jones who produced the map of Holmes Chapel and is developing the map of cycle rides. It is proving much more difficult to produce an effective map of a bigger area and the experience from Alsager and Congleton was useful. We have had to go back to the drawing board to a certain extent.

Meeting with Harry Brooks on July 16th to discuss wording for application to Cheshire Community Foundation for money to fund the maps – not just Holmes Chapel but for all the LAP towns.

Next meeting of SEC Cycling Action Group scheduled for August 1st in Sandbach.

I liaised between David Morrey and Alan Bethell and succeeded in getting David to agree to participate in the Eco Fun Day at the Hermitage Primary on Sept 8th by providing some cycle maintenance activities.

B. Play Area

A meeting with Marianne Hodgkinson from CEC had been held with Stuart and Glyn, she had looked at Playground Markings plans and the main problem she could see was that of the skate board area as for health and safety reasons, it would be necessary to have a separate entrance and would need to be fenced off from the rest of the play area as in its present format it would fail a ROSPA safety review. She pointed out that in her view the quote received from PMD was expensive and she thought it would be more cost effective to have separate companies contracted to carry out the ground work and supply the equipment. An alternative company (Haggs) have quoted £48,000 for the equipment which is safe, low level and DDA compliant.

A grant of £75,000 is to be applied for from WREN and it is hoped that the PC would supply £15,000 of matched funding. Wren would require a fee of 11% of their grant as an administration fee.

Marianne has offered her services to project manage the scheme.

Glyn is finalising the bid and reported that WREN are quite happy for Holmes Chapel to submit 3 bids for different projects.

C. Dane Meadow

Progressing towards a WREN application, bid for public right of way to run parallel with the Pathways for Communities grant .

6. Communications

Stuart tabled the newsletter of which 250 had been printed by The Print Room at a cost of £95. These had been distributed in the Station, Library, The Cobbles Tea Room, The Deli and hairdressers. All e-mail contacts had been sent a pdf version and it had been added to the website.

Steve Ranger offered to add to the PC website – Stuart to e-mail Steve Ranger the pdf version in this respect.

It was agreed to contact the School again during the first week of term to seek a volunteer to be a Communications Officer. Jess thought this was the best time as work was being carried out to UCAS forms at this time.

Action: [Stuart to e-mail Steve Ranger pdf version of newsletter](#)

7. Any Other Business

Hazel pointed out that the traffic survey that was recently delivered along with the PC newsletter had only been printed on one side. Steve Ranger stated that the complete survey was available to view on display in the library.

8. Date of Next Meeting

The next Meeting is due to be held on Wednesday 22nd August 2012 at 7.00 p.m. Victoria Club, Holmes Chapel.