

Holmes Chapel Partnership Meeting

Held on Wednesday 22nd August 2012 at 7.00 p.m.
at the Victoria Club, Holmes Chapel

Present: Jacqui Barton (JB), Harry Brooks (HB) Dorothy Davidson (DD), Stuart Gammon (SG), Les Gilbert (LG), Phil Hargreaves (PH), Steve Ranger (SR), Hazel Sutcliffe (HS).

Apologies: Glyn Chambers (GC), Jess Cragg (JC), Heather Jones (HJ), Bethan Wiggett (BW).

1. Previous Minutes/Matters Arising

The Minutes of the meeting held on the 25th July 2012 were approved.

Actions from Previous Meeting

Stuart Gammon/Steve Ranger 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 – this item is to be held over until the beginning of the new term in September.

Jess Cragg 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 – this to be held over until the next meeting as Jess and Bethan were away.

Glyn Chambers and Heather Jones to discuss Jubilee Walks – nothing further to report as neither were in attendance.

Stuart Gammon had e-mailed a pdf version of the newsletter to Steve Ranger.

2. Correspondence

Daniel Boustead who is the Risk Manager from the Co-op had submitted a risk assessment form to be completed in the connection with the use of the Co-op car park for the Christmas Market, he seems positive about the event.

Jacqui Barton had received a form to complete in connection with St. John Ambulance attending the Christmas Market which following some assistance from the Group, she would complete and send off, this enabling a quote to be received.

Action: JB to send of completed form to St. John Ambulance.

3. Funding Update

Both of the bids to Wren have been submitted in the sum of £75,000 each for the Play Area and Dane Meadow. E-mails have been received confirming receipt of the bids. A decision is to be made early December.

Stuart Gammon requested that a vote of thanks to Glyn on behalf of the Group was recorded in the Minutes for all his hard work in respect of the submissions to Wren.

Steve Ranger reported that the Parish Council had agreed to the matched funding for both the projects.

There was a discussion as to whether we should apply for £1,000 from Cheshire East Council for help towards the Christmas Market.

Stuart agreed to contact the PC to ascertain if any funding would be available with regard to the Christmas Market.

[Action: SG to contact PC regarding possible help with funding for Christmas Market.](#)

4. 2012 Events and Projects

Music Event

To be discussed at next meeting.

Christmas Market

Dorothy Davidson reported that she had attended a meeting the previous evening with the Alsager Group with Stuart and Glyn and she was concerned that no confirmation had been received in connection with the stalls and that nothing had been received from CEC in respect of cost etc. This was thought to be because the stalls were now to be the responsibility of Sandbach Town Council and this was probably a "hand over" period. Les Gilbert offered to chase if no response was forthcoming in the near future. Steve Ranger said he would contact Sandbach Town Councillors.

Stuart reported that Congleton Partnership (and possibly Middlewich) hired stalls from another provider. If no response was received from CEC/Sandbach Town Council, enquiries would be made of Congleton/Middlewich Partnerships.

Dorothy suggested that the shops and businesses in the Village centre could be asked to participate in a window display to include a deliberate mistake which would form a competition for children. It was agreed that a programme could be printed (possibly 500) which could be purchased in the shops for 50p each, it is envisaged that after the cost of printing, £50 could be used for prizes and £50 should be left for profit. It was agreed the printing should go ahead.

There was a lengthy discussion as to where to hold the Christmas market in the event of the Co-op refusing permission (although this is the preferred option). It was agreed that the managing agents of the precinct be approached as it was thought that the stalls could go on the paved pedestrian area (which would also provide cover), Paul Burns, Parking Manager at CEC (the car park behind the Library) and the Health Centre Manager (Health Centre car park). It was also agreed to approach the Leisure Centre.

Dorothy agreed to contact Pete Morrey (the owner of the car park behind the Village Lantern) to ask if we can use the car park for either storing the stalls or for the erection of some stalls if necessary. It was hoped that volunteers would come forward to help erect the stalls on the day, possible the Village Volunteers, Scouts etc.

Hazel agreed to contact Stephen Docker to ask if we can use his car park.

Dorothy reported that she should have some idea as to how many businesses wished to take part in the event by the 18th September as this was the date she requested responses by.

Phil agreed to set up a business plan/costings plan and Stuart would let him have any figures that he has available. All Group to e-mail Phil of any costings they are aware of in order that they can be added to the plan.

Stuart ran through the Events Safety Advisory Group Application with the group, this to be completed and submitted as soon as possible. A Licence for the event would need to be obtained from the ESAG as it was thought that more than 500 people would attend.

It was agreed that advertising space would need to be booked as soon as possible and Dorothy would speak to the The Villages Mag to hopefully book the front page for November at a cost of £100, she would also try to negotiate the price.

A flyer could be included within the next delivery of the PC newsletter. Steve would check to find out when the next one is due to be printed. Steve offered to design a flyer and Dorothy agreed to provide information in this respect.

Harry Brooks agreed to look into the matter of power/generators.

Hazel said she would e-mail John Clowes as he has contact details of the electrician used for the Christmas lights.

Phil agreed to inform Lovell Court and the Lichfield family of Brookfield Cottage of the event.

Phil reported that he had been in contact with a supplier of a fairground organ who would charge £25 per hour, he has his own licence. It was agreed that Phil should provisionally book this and it was agreed that the area adjacent to the Red Lion and the Village Barbers would be an ideal location for this.

The matter of sponsorship was discussed. Dorothy agreed to visit the banks, building societies and other businesses to see if they would be prepared to sponsor the event. Hazel to find out if there is an employee of Barclays who would be willing to help out in respect of their £1 for £1 scheme.

Stuart reported that Brereton Hand Bell Ringers were already booked for the 2nd December – he will look at others.

Steve reported that he had sent an e-mail to John Bishop in connection with the opening of the event, but had not yet received a response.

Harry suggested that it would be beneficial if a final plan was ready for the next meeting to include where the stalls are going to be situated, where the stalls are being obtained from and how much they would cost and a business plan.

Actions: SG/GC to complete ESAG application plan and supporting documentation.

HS to contact Stephen Docker

SR to contact Sandbach Town Councillors in respect of stalls

GC to contact CBRE in respect of using the car park if necessary, and to contact CEC about Library car park

SG to contact Health Centre Manager

DD to contact Pete Morrey

PH to set up business plan/costings schedule

DD to speak to Villages Mag
SR to find out when next PC newsletter is due
DD to provide information to SR for the design of a flyer
HB to look into generator/power issues
HS to e-mail John Clowes in respect of electrician
PH to contact Lovell Court and the Lichfield family
PH to provisionally book fairground organ.
DD to contact businesses in respect of sponsorship.
HS to contact Barclays employee in respect of £1 for £1 scheme
SG to look into alternative hand bell ringers
GC to report on the law as far as hawkers are concerned.

5. Project Updates

Cycling Village – Hazel had received a pdf version of the cycling map by e-mail and reported that progress is being made on the map.

Harry reported that he had submitted an application to Cheshire Community Fund for £10,000 this for funding for maps for all the LAP towns.

Harry also reported that he had received an e-mail from Alan Lawson informing him of a possible BMX track in Middlewich – he would forward this e-mail to Stuart and Hazel.

Play Area – No changes at present – meeting to be held towards the end of September.

Dane Meadow – Nothing to report.

Treasurer's Report

The only significant change since last month is that Glyn has obtained a grant of £1000 from CEC for the Christmas event.

We still have £1250 for the Dane Meadow project, which was given to us by the William Dean Trust last September, and £500 for Home Grown and the Village Volunteers, also given by William Dean, as a Jubilee grant.

It is assumed that admin (including meeting room hire) will cost around £700, much the same as last year.

Taking these figures away from our total funds, we have £3572 uncommitted funds at present.

Action: HB to forward e-mail from Alan Lawson in respect of BMX track to SG and HS

6. Communications

Stuart reported that he had set up a facebook page for the Partnership.

As reported earlier in the Minutes this item is to be discussed at a future meeting.

7. Any Other Business

In line with the Constitution, Harry Brooks was formerly welcomed onto the Partnership.

The subject of the AGM (which is to be held in October) was raised by Stuart as advertising in the press will need to be arranged. As it will be almost 2 years since the Officers were elected, there needs to be an election to be held at the meeting.

It was agreed that businesses and organisations should be informed of the AGM and invitations issued to them. Stuart to e-mail all contacts with an invitation to the AGM and asking them to nominate a representative to attend.

There was a discussion in respect of presentations to be held at the AGM and it was agreed that it would be appropriate to ask John Clowes if he would talk about the Dane Meadow and that there should also be a presentation on the Play Area and the Christmas Market. There is a dvd available of the Jubilee Celebrations and it was thought that this could be playing on a screen.

Stuart reported that Jacqui wishes to stand down as Secretary due to work commitments. Hazel, Phil and Stuart are happy to continue in their present roles if re-elected.

Phil suggested that a Christmas Market sub-committee meeting be held before the next meeting in September.

Date of Next Meeting

The next Meeting is due to be held on Wednesday 26th September 2012 at 7.00 p.m. Victoria Club, Holmes Chapel.