



EUXTON PARISH COUNCIL

Meeting:

All Purposes Committee Meeting
Annexe, Euxton PC Community Centre,
Wigan Road, Euxton
Tuesday, 3 May 2016, 7.15pm

All Purposes Committee

- 1 Cllr J Bamber
- 2 Cllr M Bamber
- 3 Cllr M Jarnell
- 4 Cllr E Jones
- 5 Cllr J Matson
- 6 Cllr J Prayle
- 7 Cllr K Reed
- 8 Cllr T Reed
- 9 Cllr A Riggott
- 10 Cllr M Thornhill

A G E N D A

1. Apologies
2. Minutes of the last meeting held on 7 January 2016
3. Website progress verbal update, and Email system (Item 3)
Consider guidance and training notes, approve the email system and form
4. Newsletter (Item 4)
Consider printing costings, advertisement charging, production time, how this can be streamlined and other items for the newsletter
5. Christmas Celebrations update
6. Consider Grant Applications received (Item 6)
7. ROF Lamp Post project update
8. Defibrillator project
Consider feedback from newsletter, neighbourhood project and request for budget transfer (Item 8)
9. Gala Day
Discuss the bag competition details, arrangements and promotion
10. Village Competitions/Village Working Group
Consider the working groups report and implementations required (Item 10)
11. Wayside seats update
12. War Memorial update
13. Volunteer dates (suggested 26 June, 23 July, 20 August, 17 September)
14. Other items this Committee can take forward
15. Dates for forthcoming meetings: 21 July, 4 October but 21 July needs changing,
Future dates for 2017 of: 2 February 2017, 4 May 2017, 6 July 2017.

D. Platt

CLERK
Published: 23/04/16

MINUTES of the ALL PURPOSES COMMITTEE held 7 January 2016 at Euxton PC Community Centre, Euxton.

<u>Present</u>	Cllrs	J Bamber	K Reed
		M Bamber	T Reed
		M Jarnell	A Riggott (Chair)
		E Jones	M Thornhill

1. Apologies Cllrs J Matson, J Prayle

Cllr Matson had sent a message that the 'history' section he was writing for the website is nearly completed and will be passed on asap to put on the website.

2. Minutes of last Meeting

Resolved: Minutes of the All Purposes Committee held 22 October 2015 were agreed to be accurate record of the meeting, signed by the meeting Chairman.

Chair followed up on the WI planter offer, there was no update yet.

3. Website and Communications

Update on progress with the Website, any changes – members viewed the latest changes.

Resolved: Members agreed the website to go live on Monday the 18 January, circulate a link to all Councillors to view prior to live date and ask if they require any updates to their details.

Consider provision/need for Cllr email addresses, costs – members considered the information, received copy of response and guidance from the ICO. Clerk to circulate electronic link to committee members for reading.

Resolved: Members agreed to recommend to Full Council in January that the Council has the email system available for all Councillors, the cost being £2.50 per box/per month, total cost if all boxes used is £540. Councillors will not be required to have a box or for the address to be published on the website, they can opt in or out of these choices.

Clerk to enquire with website builder regarding server protection measures/software.

4. Volunteer Kits

The kit is in place now. Members discussed volunteer dates, linking in with Clean for the Queen 4-6 March initiative, publish on noticeboards and in newsletter etc.

Resolved: Committee arranged two event days, Saturday 5th March at Tesco Buckshaw with Cllr A Riggott and Sunday 6th March from Greenside with Cllr K Reed. Clerk to link in with Clean for the Queen campaign and try to get materials for the days and advertise events.

At the next meeting the Committee will review events and set up events for June.

5. Christmas Celebrations

Carols – need to mix in some more child friendly carols, reduce versus on longer carols. Band – good, book again for 2016 Christmas. Lights – problems were reported to the committee, they broke on Christmas Eve, when the new part came it was put on and they worked for about 8 days further before stopping, a second part arrived but was not put on before the lights had to come down.

Resolved: The Committee agreed that all the lights, parts etc should be packaged up, sent recorded delivery back to the supplier with a letter explaining that they did not work

for Christmas and feel they are not fit for purpose and require a refund. The refund will be carried forward to consider at the next meeting.

6. Grant Applications

Members considered the application from the community centre regarding improvements to the wi-fi to improve reception in the Annexe. There was only one quotation and no details regarding future speed, quality, benefits etc

Resolved: The Committee requests from the centre two further quotations and clarification on what speed, quality, benefits these alterations will bring to the wi-fi.

7. ROF Lamp Post project

Members received the update report. Clerk to check out planning restrictions.

8. Defibrillator project

The Committee discussed in detail the possibilities for the village of having several public defibrillator points.

Resolved: The Committee proposed to recommend to full council at the precept meeting in January a budget of £15,000, if approved a newsletter article asking residents for input into this project will go in the March issue, Clerk to speak to NW Ambulance Service and First Responders regarding suitable locations, costings to the next meeting.

9. Gala Day

The Committee suggested more volunteers should attend Gala Day to help, the bag competition should be expanded to include more 'local' prizes ie, meal at local establishment and Clerk to speak to them regarding cost/donation, to have a new banner, pens, strap and wrist bands, 400 bags silver on blue.

Resolved: Members agreed to attend Gala Day, run the bag competition, materials to be banner, pens, strap and wrist bands, 400 bags silver on blue.

9. Village Competitions

The Committee discussed the two different competitions their value and judges' feedback reports. Projects which could improve the entry results were discussed, free compost day, maybe with bedding plants, Christmas tree collection point/shredding. Also, a possible survey of areas to identify areas to be tended to.

Resolved: Members agreed to only enter the NW In Bloom competition, to enter into new projects as discussed above to improve the scores, to use the feedback to enhance the entry, to buy up to 5 tickets for the awards ceremony and tell the caretakers in advance to encourage improvements.

Resolved: Members agreed to set up a working group to look into areas of the village and create feedback reports/lists/photos of items to be sorted out, volunteers Cllr **Thornhill**, Jarnell, Jones, T Reed, K Reed.

11. Wayside seat provision

Members were asked to suggest ideal locations to site a new seat or seats which need replacing with a new seat.

12. Other items this Committee can take forward

There being no further general business the Chairman declared the meeting closed.

9.55

EUXTON PARISH COUNCIL

Email Request Form

I wish to have an ****@euxtoncouncil.org.uk** email

Councillor Name	
I have read and agree with the <i>'Training checklist for small and medium sized organisations'</i> published by the ICO	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read and agree with <i>'Advice for elected and prospective Councillors'</i> published by the ICO	<input type="checkbox"/> Yes <input type="checkbox"/> No

We need to know your preference on name ie, if you are Gregory Jones you may prefer to be gregjones@euxtoncouncil.org.uk or gjones@ (NB. EPC need to set house style for this) – Please write clearly below.	
I would like this email published to other Councillors	<input type="checkbox"/> Yes <input type="checkbox"/> No
I would like this email published to the public (ie, on the website/newsletter)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signed: Councillor

Date:

Advice for elected and prospective councillors

Data Protection Act

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Introduction

1. The Data Protection Act 1998 (DPA) is based around eight principles of good information handling. These give people specific rights in relation to their personal information and place certain obligations on those organisations that are responsible for processing it
2. An overview of the main provisions of the DPA can be found in [The Guide to Data Protection](#).
3. This is part of a series of guidance, which goes into more detail than the Guide, to help data controllers to fully understand their obligations and promote good practice.
4. This guidance aims to provide elected and prospective councillors with advice on how the DPA applies to them.

The role of the councillor

5. Councillors are likely to have three different roles:
 - As a member of the council, for example, as a cabinet member or a member of a committee.
 - A representative of residents of their ward, for example, in dealing with complaints.
 - They may represent a political party, particularly at election time.

Use of personal information

6. When councillors consider using personal information, they should take into account the context in which that information was collected to decide whether their use of the information will be fair and lawful, as required by principle 1 of the DPA:
 - Where a councillor is representing an individual resident who has made a complaint, the councillor will usually have the implied consent of the resident to retain relevant personal data provided and to disclose it as appropriate. The resident will also expect that the organisations (including the local authority) who are the subject of the complaint will disclose personal data to the councillor. If

there is any uncertainty regarding the resident's wishes, it would be appropriate to make direct contact with the resident to confirm the position.

- Sensitive personal information is treated differently; for example, where consent is being relied on this should be explicit in nature. However, in the context of a complaint, councillors – and organisations making disclosures to them - will usually be able to rely on the [Data Protection \(Processing of Sensitive Personal Data\)\(Elected Representatives\) Order 2002](#) as a condition for processing.
- Personal information held by the local authority should not be used for political purposes unless both the local authority and the individuals concerned agree. It would not be possible to use a list of the users of a particular local authority service for electioneering purposes without their consent. An example would be using a local authority list of library users to canvass for re-election on the grounds that the councillor had previously opposed the closure of local libraries.
- When campaigning for election as the representative of a political party, candidates can use personal information, such as mailing lists, legitimately held by their parties. However, personal information they hold in their role as representative of local residents, such as complaints casework, should not be used without the consent of the individual.
- When campaigning for election to an office in a political party, councillors should only use personal information controlled by the party if its rules allow this. It would be wrong, for instance, to use personal information which the candidate might have in their capacity as the local membership secretary, unless the party itself had sanctioned this.
- Candidates for election should be aware that political campaigning falls within the definition of direct marketing. Consequently, they should have regard to the requirements of the DPA (in particular section 11) and the Privacy and Electronic Communication (EC Directive) Regulations 2003 which set out specific rules that must be complied with for each type of marketing communication. For further information on this, the Information

Commissioner has produced [Guidance on Political Campaigning](#) which is available on our website.

Multi-member wards

7. In some types of local authority, councillors are elected under a multi-member system where more than one councillor represents a particular ward.
8. As a result, there may be situations where a councillor who represents a resident may need to pass on that particular individual's personal information to another councillor in the same ward. The councillor will only be allowed to disclose to the other ward councillor the personal information that is necessary:
 - to address the resident's concerns;
 - where the particular issue raises a matter which concerns other elected members in the same ward; or
 - where the resident has been made aware that this is going to take place and why it is necessary.

If a resident objects to a use or disclosure of their information, their objection should normally be honoured.

9. The councillor should not pass on personal information which is not connected to the resident's case.

Example

A resident asks one of the councillors in a multi-member ward for help about teenagers acting in an intimidating way in the area. The councillor wishes to share the resident's complaint with the other ward councillors because it is an issue of general concern.

The councillor lets the resident know that he wants to give the details of their complaint to the other ward councillors and why he wants to do that, rather than giving a general description of the complaint to other ward councillors.

If the resident objects, then his wishes are respected and only the general nature of the complaint is shared.

Notification

10. In considering whether they need to register their processing with the Commissioner, councillors must first decide in which role they are processing personal information:

- **As a member of the council**

Councillors may have access to, and process, personal information in the same way as employees. In this case it is the council rather than the councillor that determines what personal information is used for and how it is processed. For example, if a member of a housing committee has access to tenancy files to consider whether the local authority should proceed with an eviction, the councillor is carrying out the local authority's functions and so does not need to register in their own right.

- **As a representative of the residents of their ward**

When councillors represent residents of their ward, they are likely to have to register in their own right. For example, if they use personal information to timetable surgery appointments or take forward complaints made by local residents.

- **As a representative of a political party**

When acting on behalf of a political party, for instance as an office holder, councillors are entitled to rely upon the registration made by the party.

When individuals campaign on behalf of political parties to be the councillor for a particular ward, they can rely on the parties' registration if the party determines how and why the personal information is processed for the purpose of their individual campaigns.

If a prospective councillor is not part of any political party but campaigning to be an independent councillor for a particular ward, they need to have their own registration.

11. There is an exemption from registration where the only personal information which is processed takes the form of paper records.

12. A standard form for registration by councillors has been created to simplify the procedure.

Offences

13. The DPA contains a number of criminal offences, including:
 - Failure to register when required to do so. For example, a councillor who holds computerised records of residents' details for casework purposes would commit an offence if they had not registered this use of personal information.
 - Making unauthorised disclosures of personal information. For example, a councillor who discloses personal information held by the council to their party for electioneering purposes without the council's consent could commit an offence.
 - Procuring unauthorised disclosures of personal information. For example, a councillor who obtains a copy of personal information apparently for council purposes, but in reality for their own personal use (or the use of their party), is likely to have committed an offence.

Security

14. Councillors should be aware that they need to arrange for appropriate security to protect personal information. They must take into account the nature of the information and the harm that can result. They should consider what technical and organisational measures, such as use of passwords, computer access privileges, procedures and staff training, are appropriate to keep the information safe. Councils should also take appropriate measures in the same way.

More information

15. Additional guidance is available on [our guidance pages](#) if you need further information on other parts of the DPA.
16. If you need any more information about this or any other aspect of data protection, please [contact us](#), or visit our website at www.ico.org.uk.

Training checklist for small and medium sized organisations

Data Protection Act

High-profile security breaches have increased public concern about the handling of personal information. As some 80% of security incidents involve staff there is a clear need for all workers to have a basic understanding of the Data Protection Act 1998 (DPA).

We recognise that some organisations have limited resources to devote to staff training. This note outlines some of the practical implications of the Act and is intended as a basic training framework for general office staff in small and medium sized organisations. Under each heading is a **non-exhaustive guide** to the points that should be covered in any training. Staff with duties such as marketing, computer security and database management may need specialist training to make them aware of particular data protection requirements in their work area.

1 Keeping personal information secure

Do your staff know:

- To keep passwords secure – change regularly, no sharing?
- To lock / log off computers when away from their desks?
- To dispose of confidential paper waste securely by shredding?
- To prevent virus attacks by taking care when opening emails and attachments or visiting new websites?
- About working on a 'clear desk' basis - by securely storing hard copy personal information when it is not being used?
- That visitors should be signed in and out of the premises, or accompanied in areas normally restricted to staff?

- About positioning computer screens away from windows to prevent accidental disclosures of personal information?
- To encrypt personal information that is being taken out of the office if it would cause damage or distress if lost or stolen?
- To keep back-ups of information?

2 Meeting the reasonable expectations of customers and employees

Do your staff know:

- To collect only the personal information they need for a particular business purpose?
- To explain new or changed business purposes to customers and employees, and to obtain consent or provide an opt-out where appropriate?
- To update records promptly – for example, changes of address, marketing preferences?
- To delete personal information the business no longer requires?
- That they commit an offence if they release customer / employee records without your consent?
- About any workplace monitoring that may be in operation?

3 Disclosing customer personal information over the telephone

Do your staff know:

- To be aware that there are people who will try and trick them to give out personal information?

- That to prevent these disclosures they should carry out identity checks before giving out personal information to someone making an incoming call?
- To perform similar checks when making outgoing calls?
- About limiting the amount of personal information given out over the telephone and to follow up with written confirmation if necessary?

4 Registration (notification) under the Data Protection Act

Do your staff know:

- Whether the company has registered with the ICO or is relying on an exemption?
- That you need to monitor changes in business use of personal information, and notify the ICO if appropriate?

5 Handling requests from individuals for their personal information (subject access requests)

Do your staff know:

- That people have a right to have a copy of the personal information you hold?
- How to recognise a subject access request?
- Who to pass it to if it is not their responsibility to answer?
- That the company has a maximum of 40 days to respond?
- That the maximum fee that can be charged is £10?
- That they may need to check the identity of the requester?
- What to do if other people's information is contained in the proposed response?

Other considerations

Additional guidance is also available if you need further information on:

- Registration under the Data Protection Act:
<https://ico.org.uk/for-organisations/register/>
- Getting it right - A brief guide to data protection for small businesses:
<https://ico.org.uk/media/for-organisations/documents/1559/getting-it-right-a-brief-guide-to-data-protection-for-smes.pdf>
- Getting it right - Small business checklist:
<https://ico.org.uk/media/for-organisations/documents/1558/getting-it-right-how-to-comply-checklist.pdf>
- Employment Practices Code – A Quick Guide:
<https://ico.org.uk/media/fororganisations/documents/1128/quick-guide-to-the-employment-practices-code.pdf>
- CCTV Code of Practice:
<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>
- Releasing information to prevent or detect crime:
<https://ico.org.uk/media/for-organisations/documents/1594/section-29.pdf>
- Electronic mail marketing:
<https://ico.org.uk/for-organisations/marketing/>
- Calling customers listed on the Telephone Preference Service:
<https://ico.org.uk/for-organisations/guide-to-pecr/electronic-and-telephone-marketing/telephone-marketing/>
- Checklist for handling requests for personal information (subject access requests): <https://ico.org.uk/media/for-organisations/documents/1599/subject-access-checklist.pdf>

Useful contacts

Federation of Small Businesses
Sir Frank Whittle Way
Blackpool Business Park
Blackpool
FY4 2FE
Phone: 0808 20 20 888
www.fsb.org.uk

Department for Business, Innovation and Skills
1 Victoria Street London SW1H 0ET
Phone: 020 7215 5000
<https://www.gov.uk/government/organisations/department-for-business-innovation-skills>

More information

This checklist will be reviewed and considered from time to time.

It is a guide to our general recommended approach, although individual cases will always be decided on the basis of their particular circumstances.

If you need any more information about this or any other aspect of data protection, please [Contact us: see our website www.ico.org.uk](http://www.ico.org.uk).

Newsletter (Item 4)

Consider printing costings, advertisement charging, production time, how this can be streamlined and other items for the newsletter

Please find below information regarding:

- advertisement costs to advertisers
- the cost of the newsletter printing/distribution less advert revenue
- quotations from printers to compare and choose a printer

The Personnel Committee has asked for this committee to look at the full production time of the newsletter, how it might be reduced or alternatives such as outsourcing, increasing contributions to cut clerk time writing many of the items etc

The Clerk produces the newsletter in full, from adverts, articles, setting, photos, layout etc unless something is supplied, eg March 16 issue, pg 3 text and two photos supplied, so this only required copy/paste and arrangement on page.

The full production time for a 12 page issue is approx. 20 to 24 hours, depending on contributions. This equates approx. 7.5 hrs a month for the four issues but, the time is concentrated quarterly in the weeks prior to sending to the printers.

About 4 of these hours is after the printing of the newsletter:

Taking delivery, splitting amongst the volunteer deliverers/the delivery methods, delivering to all the deliverers around the village, labels etc

About 20 hours is production/content:

Speaking/email the advertisers/setting new or changing adverts

Writing or chasing articles from others

Chasing others for items/details for their submissions

Setting all the pages into place, checking, getting to printers etc

EUXTON WEB



Sponsorship opportunities for local businesses

The Euxton Web is a quarterly newsletter produced by the Parish Council and distributed to all Euxton homes. It has spaces for local businesses to advertise to promote their business and these adverts help subsidise the cost of printing and distributing the publication.

Quality

The newsletter is printed in full colour on quality gloss art paper. It consists of 8 or 12 sides of A4, depending on quantity of news.

Publication frequency

The newsletter is distributed the first week of: March, June, September and December. The deadline for inclusion is approximately three weeks prior to the distribution date.

Distribution

Total print of the Euxton Web is 5,500.

The Euxton Web is delivered by a distribution company to approx 2,500 properties in Euxton Solus, which means it is delivered on its own and not with other leaflets or inside a newspaper.

Besides this delivery, the Parish Council posts, or has hand delivered, the newsletter to properties not covered by the distribution company, such as the new properties on Buckshaw Village within Euxton and the more rural homes on the outskirts of Euxton. This amounts to a further 2,500+ properties (and growing).

Issues of the Euxton Web, which include all the advertisements, are also available on the Council's website for anyone to access, also supplies are deposited at the Library.

Current advertisement costs

Small Advertisements

Size: approx 4.75 cm wide x 6.5 cm high
Artwork: produced within the cost
Costs: per issue: £35
per year: 4 adverts for £120 (payable on booking)

Large Advertisements

Size: approx 4.75 cm wide by 12.5 cm high
Artwork: produced within the cost
Costs: per issue £68
per year: 4 adverts for £225 (payable on booking)

Other sizes available, please enquire.

To contact the Parish Council: Debra Platt, Clerk to the Council
Euxton Parish Council, 9 Ambleside Avenue, Euxton, Chorley, PR7 6NX
Tel: 01257 234004 Email: euxtoncouncil@btinternet.com
Website: www.euxtoncouncil.org.uk

Item 4

April 2016 – price comparisons for Printing costs

Request: 6000, full colour, 130gsm gloss art paper, A4 booklet stitched, split delivery to a PR and BB postcode, 12 sides, artwork provided

PRINTER	Notes	QUOTE
Townsend Print, Euxton	Current printer, split delivery ok	945
Haslam Printers, Chorley	split delivery ok	995
NB Colour Print, Chorley	Not quoted for split delivery, didn't follow up because of price	1020
Print Quarter, Chorley	Not quoted for delivery, didn't follow up because of price	1093.50
Newbury Printers, Chorley	Lead time within week, split delivery ok	864
Fox Printers, Coppull		890
Minuteman Press, Bolton	135gsm	1163
Sprintprint, Bamber Bridge	Previous printer	No response
Paper Rabbit, Park Hall	New printer in area (tried) split delivery ok	857

To: EUXTON PARISH COUNCIL

From: Euxton Library

At Euxton Library our monthly coffee mornings are always well attended by the residents of Euxton. We provide a meeting place for people to come in and have a chat over a cup of coffee and listen to a guest speaker for no charge. To date all our guest speakers have been well received and very much appreciated.

Most Guest speakers offer their services free of charge but we do have a few who ask for a fee to cover their expenses (ie Colin Penny from Lancaster Castle).

We spent £40 on "Cakes by Ruth" – (cake decorating demonstration) back in August and £45 for Elaine Cuzner (Gift Wrapping Demonstration) in December. Elaine Cuzner will coming again in March this time to do a Gift Wrapping Workshop. This month we have local man Graham Turner coming to do a talk on "Dogs for the Disabled" (Training Assistance Dogs) -we will be offering him a small donation. We have been asked if Ruth Poar could come again, so we have booked her for May. Colin Penny is always very popular and will be visiting us again in July this time talking about "Hadrian & Antinous".

We will still have a small amount of money left from last year's grant from the Euxton Parish Council.

Due to the success of the Euxton Library coffee mornings, we would like them to continue during 2016/2017 therefore I would like to submit another application for funding to Euxton Parish Council for these events.

Kind Regards

Kath Deakin

Euxton Library

EUXTON PC COMMUNITY CENTRE (see quotations attached)

From: [Jill and Gordon](#)

Sent: Sunday, April 3, 2016 3:21 PM

To: '[EUXTON PARISH COUNCIL](#)'

Cc: [Barbara Mcmanus](#) ; [Bernard Yates](#) ; '[Gill Steele](#)' ; [Grant Ashton](#) ; [Rosemary \(2nd e mail\)](#) ; [Rosie Goodwin](#) ; [Stuart Clewlow](#) ; tsteele@uclan.ac.uk

Subject: RE: WiFi Quote

Hi Debra,

Further to your mail below, please see attached, as requested, three quotations for Wifi.

The original quotation of £1206 is still the most competitive, with other quotations being £2995 and £3828.

You will see that the consensus is that we should provide wireless wifi to the Annexe. The speed of this will depend upon the input at source, and this is currently around 6Mbps. which is usually fast enough for most uses.

We have no plans to introduce super fast broadband due to cost and lack of demand. Obviously it could be introduced if finances were available, but this would be an ongoing cost.

The reliability of the feed is difficult to quantify, but all three companies could see no inherent problem, although obviously WiFi is not 100% reliable. Consequently we can see no great difficulties here.

The further investigation you requested has alerted us to a requirement for public wifi to be monitored, and each of the new proposals will require the user to log on to the system and accept Ts & Cs. They will need to do this just once per device. This is to ensure that access to unsuitable or illegal sites is monitored and recorded.

The best indication of cost on this is £25 per month. You will see that one of the companies submitting a tender requested an annual fee of £650.

I trust this is enough for your deliberations, but as always, if you need any further information, please ask.

Best Regards

Gordon Mitchell.

8. Defibrillator project

Consider feedback from newsletter, Neighbourhood Working project, request for budget transfer (Item 8)

Feedback received from the newsletter article is attached below.

A defibrillator project was put forward to the Neighbourhood Working group from Euxton (at the skatepark). Other suggestions came from other village so the Group suggested a larger project and decided:

Community CPR Awareness – Provision of Defibrillators at strategic points across the Neighbourhood Area and to raise awareness of their usage across the community. This project was proposed by both the ward and parish councillors of Euxton and was agreed by the group to extend provision to the rest of the neighbourhood.

Budget Request

Proposal: The All Purposes Committee recommends to Full Council to allocate £15,000 as a Defibrillator project budget from the reserve fund.

Defibrillators - Responses to the article			
Contact	Number	Message	Follow up
Mr Sean McKenna, 12 Countessway	07934 470640	Trained to use defib and wanted to know about project. Wanted to know where etc, told him start of project and would be looking for partners to help and strategic positions.	Keep him informed
Michael Thompson, St Marys Church Council	01257 260888	The Church Council discussed defibs recently and wanted to see if they could get help/partner to help provide one in that area. Told him start of project and that the CommCnt also may want one and btwn the locations might be a good location.	Keep updated for the Church Council
M.A.D First Aid Ltd	07525 059182	I am a partner in M.A.D First Aid Ltd and I live in Euxton. Both myself and colleague (Neil Howarth) are HCPC Registered Paramedics and provide training to GP practices, dental surgeries, members of the public and the private sector. I was in the process of looking into introducing two defibrillators within Euxton when I noticed your column in the news sheet. I feel the best locations for these would be near The Talbot Public House on Balshaw Lane and The Bay Horse on Wigan Road. We are more than happy to assist in this project and are willing to hold free training sessions to members of the public on a number of dates.	
Euxton PC Comm Centre, Mr Mitchell	07712 671945	I have just read in the Euxton Web that the Council is looking to increase the number of defibrillators in Euxton, and is looking for suggested places and partners. For the past six months or so, the Community Centre Committee have been discussing this very same project, and would like to offer ourselves as a suggested location and partner for this worthwhile project. We think that the C Centre – being at the heart of the village and open to all, would be a great place for this facility. We may be able to help with training.	
Euxton Cricket Club, Greame Carroll		You could site one at ECC, have advantage of a number of first aid trained people on site	will update when project developed

VILLAGE TOUR SUB GROUP (working group of the All Purposes Committee)**Report by Cllr Thornhill on behalf of the group**

1 General recommendations (these go in some cases beyond what we discussed on site as I have developed my ideas when preparing this report)

a) No more small planted areas cut into verge. Larger planted areas cut into verge ok but prefer raised planters and manufactured baskets etc .

b) We should try to establish a Euxton "house style" which should generally use the wooden planters that have been mainly used so far. They will be relatively expensive, so that will limit the number of new ones that we could provide each year. Only where the wooden ones would not be appropriate should we use an alternative (see for example Wigan Road south below). Debra has shown me some very smart and quite authentic looking recycled plastic "oak barrels" which could be used where space is tight and which would have much more impact than the small planted areas cut into the verges.

c) We haven't done a great deal in Buckshaw so far and perhaps a different " Buckshaw house style" could be adopted if wanted (eg the wicker sculptures see Debra's comment re Buckshaw Ave)

d) We would like to consolidate the established practice of trying to emphasise the entrances to the village but would also like to see something that indicates the village centre (which we define as Wigan Road/School Lane and the churches etc

2 Village centre (junction Wigan Road/School Lane area)

a) Agree Debra's suggestion of basket tree (something with height but not a 3 tier with the largest planting at the bottom) etc on site of Christmas Tree. The surrounding area is also rather scruffy, once the daffodils have gone and should also be planted or, better still in my view, turfed. Turf would accommodate the basket and the Christmas tree and would not clash with other planting or flowers laid at the war memorial etc.

We felt strongly that the village centre was not really indicated by flowers (and just by advertising banners on the railings) and we would still like something further to emphasise that this is the village centre. We accept that we cannot use the railings but would like to use one or more of the walls or another basket planters in one of the other corners eg St Mary's or the dentists. Can we get wall mounted baskets or would they be a hazard for children walking into them.

b) Clean information boards (Ransnap and elsewhere) probably being done as a matter of course

c) No works on the vicinity of the Network Rail proposed site compound pending clarification of their intentions. Might have to come back to this. DP has reported the footpath sign.

d) Fence on the opposite side - something for the future - I would be happy to pursue when I have more time.

3 Balshaw Lane

a) Damaged verge (DP has taken appropriate action and should do again if necessary in early summer)

b) There should be something more significant at the "main" entrance to Euxton from Chorley and the M61. I don't think there is enough room to replace the small existing planted area with anything significant and therefore think we should ask Debra to look at options on the opposite side of the road or (as she suggests) to beef up the planter on the left side and repeat it on the right. "oak barrels" are a possibility.

c) Skatepark We should do something (it will demonstrate that we are reacting to the judges' comments). Perhaps CBC officer could recommend which treatment of those suggested would look and work best. An alternative or addition might be to plant a shrub like Euonymus which will fill in the gaps and grow beneath the existing shrubbery

d) bins Accept that we have to have the bins at the skatepark and, unless we/Debra feel there is a better site for them in the skatepark area, they should stay where they are.

e) badly worn area at front of skatepark. I don't like Debra's suggested solution. We've tried turf before and it hasn't worked. We can't keep putting new turf down and besides the judges will start "to smell a rat" when they see fresh turf every year.

Real turf might work if we can put some features onto the skatepark that discourage users from tramping across this section - say a series of concrete bollards, although I'm not really enamoured of that option.

I would like for us to consult a manufacturer/ supplier of artificial turf for advice about the right product and the means of holding it in place, we have a leading firm (Verde Sports) locally and they supply it for all sorts of sporting applications. I recommend that we consult them asap..

f) Path to EPC shelter near skatepark. Debra beat us to it and the work has been done!

g) Highways Ave shops. Weeding work we proposed has been done as has the other work Debra suggests to remove wheel ruts.

h) Agree flower tower or something on CBC land would be nice but we didn't regard this as high priority

4 Wigan Road Dawbers Lane south to the Charnock Richard boundary

Entrance from the south. We would like something here. Debra's suggestion (see her picture) for a post mounted basket tree looks the best idea to me (High)

5 Dawbers Lane

a) Nothing on Dawbers lane

b) junction with Wigan Road

My preference is for the rail baskets rather than the wall baskets or ours of the tower. However, we have a good planter opposite and something at the village entrance on A49 would have a higher priority than this location which could be something for the future.

Millennium Green

Overtaken by the report to last month's council. Incidentally I don't agree with Debra's comment here. The paths have long been a source of grumbling by users although I do accept that they are not intrusive and that my suggested solution will be more so. Perhaps a compromise might be to try and identify those areas which do get waterlogged (by going up and marking them in or after wet weather) and concentrating on those rather than raising the entire path. Judges to be informed of developments.

Runshaw Lane

We commented on the improved appearance of the area the emergency doctor etc area. I had forgotten, until I saw Debra's comments, that EPC are responsible for the improvements that have taken place in keeping things tidy at the two sets of shops (Runshaw Lane and Highways Ave) paid for by the landlord. Is there scope for a similar agreement here?

Wigan Road, School Lane north to Parish Boundary

The "ugly temporary paling fence" at the new house near the railway was in process of being replaced last time I went past so no further action required.

Agree Debra's suggestion that we look again to site some form of boundary sign on this northern boundary.

New Loop road through Group 1 Buckshaw

The Bat House. Judges criticised us last year for not telling residents about this. I did think that we might have placed an information board here about the bat house and other aspects of Buckshaw former wildlife but I have tried various sources and can't find out if anyone is monitoring this expensive facility or if it is occupied. At least our efforts and the lack of any follow up action by developers, planners etc might be of interest to judges and show that we have tried. I am still pursuing this.

Euxton Lane Take Debra's point that anything we do might be disturbed in the near future. I wonder if any of the established buildings on the north side could be persuaded to provide one for us.

Would like to see the display on the verge near the parish boundary upgraded to a wooden planter if we do something at the roundabout see below, this has lower priority, but if not, then it has high priority.

Think we can forget sponsorship of the roundabout junction with Westway but it would be nice to put something at this important Euxton Gateway. There is Eric's suggestion of the wicker figure and Debra's of the basket tree etc. (not sure that LCC would be keen on having an untrained person entering here to water plants). If we decide on Eric's idea could we somehow make it clear that this is Euxton and not just another roundabout willow figure by CBC. Note maintenance requirements for those in Buckshaw

Buckshaw Avenue We would like to include this section with the water features on the route unless there are good reasons for not doing so (eg does it matter that EPC has not been responsible in any way for these water features having been provided?) and provided that it doesn't automatically take the judges where we don't want them to go.

General Matters Could Debra continue to pursue the various signing issues. If I get time I would like to get together a list of these and similar issues eg superfluous signs .

Final highest priority recommendations (without regard to affordability, Debra to advise on this please and we will have to allocate priorities in order of preference as necessary)

Village Centre Basket tree to be provided at area alongside the war memorial. The area around it also to be planted or turfed -

Something to be provided say a wall planter or a basket planter that adds to the village centre impact and that registers the village centre for passers through.

Balshaw Lane Debra to follow up with the damaged verge

Village entrance to be beefed up. If we cannot find room for a wooden planter (on the offside perhaps) then baskets or two "oak barrels - one on each side

Skatepark Debra to seek advice but failing that blank areas to be planted with recycled primulas and euonymous or similar,

Debra to seek advice from artificial grass manufacturer re front of skatepark or propose means of protecting real turf. (Debra, if we are sending too much work in your direction let me know - I could follow this one up if necessary). If a recommended solution emerges, this is to be implemented.

Wigan Road South basket tree to be provided north side of bridge

Millennium Green Judges to be advised of proposed improvements .

Wigan Road North Debra to look at possible options for recording boundary in this area with no obvious opportunities.

Judges route to include water features in front of factories on Buckshaw

Bat House VT to follow up to see if there is any information that can be transmitted by information board etc.

Euxton Lane Either planter in the verge to be replaced by a wooden planter or wicker figure to be provided on the roundabout.

Buckshaw Avenue, Unless there are good reasons for not doing so (see above) judges route to include water features in front of factories on Buckshaw Lane. Factories to be advised so that they might wish to make the best show of them.

General. If funding permits additional wooden planters to be provided (various locations possible)