

## MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held on Monday, 2<sup>nd</sup> April, 2007 at 7.45 p.m.

Present: Brian Armstrong, Elizabeth Armstrong, Su Baudrey, Trevor Jones, Jeanette Mochrie, Sandra Nunn, Claire Udall, John Shawcross, Valerie Shawcross, Sue Thomas, Kim Varnes.

Guests: Stella Meesters – Rural Community Council of Essex,  
The Reverend Sandra Manley – Holy Trinity Church, North Fambridge.

1. Apologies for Absence: All Committee Members were present.  
There was no Parish Council Representative.

2. Agree Minutes of Meeting held on 26<sup>th</sup> February, 2007.

The Minutes were agreed and signed by Brian Armstrong.

3. Agree Minutes of Inaugural General Meeting held on 21<sup>st</sup> March, 2007.

Under “Introduction of Proposed Committee”, it should read Brian Armstrong not Brain.  
The Minutes were agreed and signed by Sandra Nunn.

4. Matters Arising from the Minutes – there were no matters arising.

5. Report from R.C.C.E.

Stella was pleased with the I.G.M. which she thought was well attended by the older members of the village but there was an obvious lack of younger members. She suggested that we do more to attract the young e.g. pizza evening. Liz also suggested getting a couple of teenagers to join the Y.A.C.I. group which was agreed. Brian also suggested that a group be formed to represent the older members of the village in view of some comments we had received at the I.G.M. but it was not thought necessary by the Committee as we anticipate their continued support without the need for encouragement. It will be more difficult to bring the young on board.

Stella was pleased to confirm that our grant application was successful and that a cheque for £2500 was in the post.

Stella also invited the Committee to attend a pop-in meeting to be held on Wednesday, 16<sup>th</sup> May in Boreham Village Hall from 1 – 4 p.m. which she thought would provide useful information for us.

The results of the post-it note activity and the questionnaire were discussed. Brian suggested that a leaflet be delivered to every household in the village asking what questions should be put on the questionnaire but it was thought it would be too confusing if villagers received two questionnaires.

6. Report From Chairman

Brian was pleased that the I.G.M. had been so successful and that we now need to set a structure going forward e.g. set a workshop date for the young.

## 7. Report from Treasurer

Claire was pleased to report that a bank account had now been opened with Barclays. She had also been offered the opportunity of free on-line banking and telephone banking which could be useful for her when the new baby arrives. It was agreed that Brian and Valerie should authorise the application forms for this with their signatures. It would still require two signatures to make any withdrawals. She was still waiting for the promised cheque from the Parish Council so that we could reimburse Trevor for setting up the web-site and Sandra for the tea and coffee expenses for the I.G.M. Valerie to chase the Parish Clerk for the cheque.

Claire also reported that, in order to receive the £2500 grant, we would need to put up an additional £16 match funding of the grant making a total of £166, i.e. 5% of the £3333 predicted project total. It was agreed that Valerie request this additional £16 from the Parish Council.

Claire also reminded the Committee to fill in the time sheets she had issued to everyone from 21<sup>st</sup> March. The Committee would not be able to claim any money for their time recorded on these sheets but it is necessary to keep a record as this had been included in the grant application. Trevor to e-mail copies of the time sheets to Su Baudrey and Sue Thomas who had not yet received them.

The majority of the grant funding would be spent on the printing of the questionnaire for which Claire had already begun to get quotes. It was suggested that we approach School House Graphics for a quote.

Stella said that we could apply for another grant in the next financial year which may well be successful though it would not get the same priority as we have already received one grant.

## 8. Report from Secretary

The Committee were asked if they agreed with the dates that have been provisionally booked for the Village Hall for the 1<sup>st</sup> Wednesday of each month: 2<sup>nd</sup> May, 6<sup>th</sup> June, 4<sup>th</sup> July and 1<sup>st</sup> August, all agreed.

Brian printed off copies of a report Valerie had typed which consisted of a condensed version of the post-it note activity results, encouragement for others to send in comments and an invitation to villagers to attend future meetings which would be published on the web-site and in IN TOUCH magazine. Stella suggested that the comment received from a villager that simply said "traffic" as a problem be listed as such rather than summarized with other traffic problems as she thought this significant. The Committee also decided that it would not be very productive to encourage lots of villagers to attend future Parish Plan meetings as this would inhibit the work load we need to get through at these meetings, especially if a contentious issue should be raised. There would just not be enough time to answer any questions from villagers or enter into discussion. It was agreed that the wording be changed to encourage villagers to attend our workshops in preference to the meetings where time would be set aside just for discussion and comments. Brian expressed a preference also for villagers to write to him with comments rather than phone.

Valerie expressed a need to arrange dates for adult workshops. Wednesday, 16<sup>th</sup> May and Saturday morning 19<sup>th</sup> May were agreed. Valerie to contact Pauline to book the village hall and to notify Stella as soon as possible.

## 9. Web-site and Publishing Report.

Trevor reported that the web-site is up and running and had had 60 hits so far. It is not possible to know who is logging on to the site but he could identify their provider details and had discovered that it included somebody from America. It would be some time however, before the site is picked up by all the search engines. He had registered with a couple of the more well known at a cost of around £1.50 a time but eventually the others would pick it up in a routine search..

He had also been contacted by the person who set up the Parish Council web-site who has agreed to provide a link between the two sites.

Brian asked Valerie to contact Michelle to request that our contact details be added to the list of group contacts on the back page of IN TOUCH.

Trevor asked if the group wanted its own logo. It was agreed that we have a competition for a logo with prizes of gift vouchers. Trevor to place an advert in IN TOUCH with entries to be in by 18<sup>th</sup> May. The Reverend Sandra Manley agreed to be the judge provided she did not know the identity of the entrants. All entries to be sent to either Trevor or Brian as their homes are at opposite ends of the village. The winners to be announced and prizes to be given out at the workshop on 19<sup>th</sup> May.

#### 10. YACI Report

There was nothing to report as there has been no meeting of this sub group since 29<sup>th</sup> January. It was agreed that a date for a workshop should be arranged very soon. Claire had cut out an article from WASTE AWAY which gave details of setting up a forum for the youth which the group decided could be helpful. Liz suggested that, instead of booking the village hall for the under 8 year olds, they be invited to one of the Beaver meetings which are held every Thursday at 5.15 – 6.30 p.m. and could include pizza. She would also approach the organisers of the older scout group who hold their meetings in the village hall on Tuesdays. This was met with approval from the Y.A.C.I. group and all Committee members.

The group made arrangements to meet soon and names of possible teenagers who would be prepared to join the group were suggested.

#### 11. Local Business Report

There was nothing to report. John had begun a list of local businesses but was not sure what he should be asking them. Brian to look through business questionnaires from other villagers for ideas.

#### 12. Any Other Business

Brian expressed a need to set a timetable. It was agreed to attempt to produce a draft questionnaire by September, 2007.

We will need to get a professional company to analyse the questions and to help with the wording of the questions in order to accurately reflect the views of the village community, and to ensure the questions are phrased in such a way as to avoid soliciting a preferred answer. Stella agreed to provide a list of suitable companies we could approach and suggested that we go through other village questionnaires. Brian, Sandra Nunn, Su Baudrey and Sue Thomas volunteered to form a group to go through the questionnaires which Stella had already provided.

Liz was concerned that she and Brian would not be available for any meetings during the month of June and early July and Valerie and John would not be able to attend the workshops in May. It was suggested that we have members to deputize in their absence. Sandra agreed to deputize for Brian and Sue Thomas for Valerie.

#### 13. Date of Next Meeting

Wednesday, 2<sup>nd</sup> May, 2007 at 7.45 p.m. in the Village Hall

Meeting Closed at 10.15 p.m.