

MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Village Hall on Wednesday, 2nd May, 2007 at 7.45 p.m.

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

Guests: Stella Meesters – Rural Community Council of Essex,
Councillor Hayden Garood - Parish Council Representative.

1. Apologies for Absence: The Reverend Sandra Manley – Holy Trinity Church, North Fambridge.
Claire Udall.

2. Agree Minutes of Meeting held on 2nd April, 2007.

Item 5 should read “cheque for £2500 would be sent” not, “in the post”.
The Minutes were agreed and signed by Brian Armstrong.

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

4. Report from R.C.C.E.

Stella spoke of the information she had provided on the forthcoming drop-in workshops organised by R.C.C.E. which Brian had e-mailed to all Committee Members. Brian asked if anybody interested in attending would contact him, also if there were any questions they would like him to ask on their behalf.

Stella apologised that she would not be able to attend the workshop on 20th May but would provide materials required.

5. Report From Chairman

Brian spoke of the work he and others had completed on preparing a draft appraisal. He particularly thanked Su Baudrey for her contribution in producing a draft questionnaire.

He had also spoken to the Manager of Yacht Haven and discussed the four businesses operating on the premises.

Brian was pleased to report that of the 11 stages of producing the Parish Plan 6 have already been ticked.

6. Report from Treasurer

Brian spoke in Claire’s absence from notes she had provided. He gave a cheque for £5.57 to Sandra Nunn for the cost of refreshments at the I.G.M. Trevor had also been reimbursed for the cost of Setting up the web-site.

Two cheques had been received from The Parish Council – total £166. Valerie to write to thank them. A cheque for £2500 had now been received from R.C.C.E.

Claire asked that time sheets and expenses sheets be kept up to date and all receipts submitted to her. Trevor to send blank copy of time sheets to Sue Thomas.

The paperwork has been received from Barclays to allow Claire, Brian and Valerie to use the Bank’s On-line and phone banking services.

It was suggested that a supply of postage stamps, envelopes and paper be made available for people to use. Su Baudrey said that she was prepared to supply her own paper and that all correspondence would be delivered by hand, but that Claire should be reimbursed for the cost of correspondence by post.

7. Report from Secretary

Valerie reported that she had attended the last Parish Council Meeting and received a profuse apology from them for not attending the Parish Plan Meeting in April due to a misunderstanding of dates. She was also given two cheques which she had passed on to Claire.

Valerie thanked Trevor for his help in booking the village hall and submissions to IN TOUCH. The NFPP Group details had still not appeared in Who's Who, Valerie to send reminder to Michelle.

Valerie asked if she should book the village hall for every month for the next year. It was agreed that we should book the hall for another year.

Thelma, the village representative for the newspaper Burnham and Maldon Standard, had been successful in getting her article on the I.G.M. printed. Trevor provided a copy for all to read.

Valerie reported she has begun to receive phone calls regarding comments on the village. Brian agreed that all calls could be redirected to him where problems arose but villagers should be encouraged to write or e-mail. Councillor Garood requested that any comments regarding traffic be reported to The Parish Council Clerk.

Valerie gave her apologies for not being able to attend the workshop on 20th May.

It was agreed that Sandra Nunn should be Chairman for the next meeting in Brian's absence.

8. Web-site and Publishing Report.

Brian complimented Trevor on his publication of the logo competition. The prize money offered had been agreed by Brian. Trevor has also posted advertisements around the village. Trevor asked what would happen if we do not receive sufficient suitable entries. It was agreed that any good ideas received from the children could be slightly modified if necessary, e.g. enlarged, simplified, and that the Y.A.C.I. would help the children with their entries. Brian suggested asking 3 members of his Rotary Club to judge the entries.

Trevor reported that the web-site had now had several hundred hits. However, he had not received any e-mails other than junk mail.

He gave his apologies for the workshop on 16th May.

9. YACI Report

A copy of the minutes of their meeting held on 10th April was available for members to read. Arrangements had been made to hold workshops at the Beaver's Meeting on a Thursday for ages 6 – 8 year olds and at the Scout's Meeting on a Tuesday for the older children. At the Scout's Meeting other children in the village would be invited and Pizza vouchers handed out as they get off the school buses as an incentive to take part. These could be exchanged for pieces of pizza to be provided at the meeting. The children would be encouraged to think up ideas of what they would like in the village and to take part in the logo competition. Stella was able to provide post-it-notes etc. The Y.A.C.I. Group would collate any ideas to submit to the NFPP Group. A meeting to finalize details would be held after the main meeting had concluded.

10. Local Business Report

A draft Survey for Businesses was distributed for comment. It had been drawn up from what seemed applicable from other village appraisals. It was agreed to draw up a list of businesses in the village employing more than one person.

11. Report from Group Analysing Questionnaires

Brian distributed a copy of the draft questionnaire, the group had produced, to all those present and asked that any comments be forwarded to him by 20th May. He emphasized that this is only a loose draft based on the comments received from the 28 people who took part in the post-it-note activity at the I.G.M and that any changes could be made. They had incorporated a questionnaire applicable for both adults and youth. Liz and Valerie were unhappy that it stated it was for villagers aged 11+ only when so much was being done to include the views of the very young. The draft shows how the questionnaire will be laid out and was based on other village questionnaires and will be built on in the future. It was agreed to try to have the questionnaire ready for the printers by July. John was concerned that there will be no IN TOUCH in August if The Group were hoping for the questionnaires to be distributed that way. It was suggested that more volunteers be recruited to help with delivery and collection of the questionnaires. John to draw up a distribution list of houses in the village envelope. It was suggested that the questionnaires be delivered in September and collected in October.

12. Any Other Business

Sue Thomas asked for clarification of NFPP Group's powers in view of the fact that many villagers now had high hopes of the Parish Plan. Stella confirmed that the Parish Plan will reflect the wishes of the residents of North Fambridge, and, as the Parish Council represent the residents, they will be responsible for taking any action required. Maldon District Council will be responsible for any planning issues, however, The Plan could strengthen the position of the Parish Council in deciding on development issues if Maldon District Council know they represent the wishes of all residents.

Councillor Garrod gave information about the status of the village and the surrounding area, and stipulations that appear on the deeds of most of the houses which he thought might influence decisions on planning and could be included in the Parish Plan. Sandra agreed to gather information from the internet which could then be included in The Brief History of The Village that she had already drafted.

13. Summarize Any Actions to be taken before Next Meeting

- All members of the Committee to send comments on draft questionnaire and Business survey to Brian before 20th May.
- All members to contact Brian if they are interested in attending any of the drop-in events organised by R.C.C.E. or would like any questions to be put to them.
- All members to keep time sheets up to date and to forward any receipts to Claire.
- Valerie to send thank you letter to Parish Council and book Village Hall until May, 2008.
- Valerie to request Group details be included in Who's Who on back page of IN TOUCH
- Brian to send list of companies suitable to analyse questionnaire to Su Baudrey.
- Brian and John to make list of businesses in village employing one or more staff.
- Brian to ask Rotary Club Members to judge Logo Competition.
- John to draw up schedule of households and distribution list for questionnaire.
- Sandra to gather information on S.S.I. and Ramsar status of village and surrounding area.
- Trevor to send copy of time sheets to Sue Thomas.

14. Date of Next Meeting

Wednesday, 6th June, 2007 at 7.45 p.m. in the Village Hall

Meeting Closed at 9.10 p.m.