

MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Village Hall on Wednesday, 5th September, 2007 at 7.45 p.m.

Present: Trevor Jones, Jeanette Mochrie, Sandra Nunn, Claire Udall

1. Apologies for Absence: John Shawcross, Valerie Shawcross, Sue Thomas

2. Agree Minutes of Meeting held on 1st August, 2007.

The Minutes were agreed and signed by Sandra Nunn.

3. Matters Arising from the Minutes

The paragraph stating that Brian Armstrong has given his resignation and that Sandra would be taking over needs amending to say, Trevor Jones seconded this. This is in line with the rules of the constitution document which Sandra will need to produce for the bank account change.

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

Stella met with the group analysing the questionnaires on the 28th August and said that she had no concerns regarding the draft questionnaire. She made a minor change to the letter that will be attached to the questionnaire, but overall thought we were doing a very good job.

5. Report From Chairman

It was agreed that 2 places would be booked on the RCCE's workshop on the 2nd October at a cost of £10 each. Valerie, Sue or Sandra, depending on who is available will attend this.

Jeanette to send the booking form to Stella to reserve the places.

Sandra to revise the next meetings agenda as some of the subjects are no longer relevant.

Sandra stated that it is important that all committee members attend the next meeting on the 3rd October, as the distribution and collection of the questionnaires will need to be ironed out.

6. Report from Treasurer

No change to the bank account. Claire stated that the letter that Brian wrote regarding his resignation needs to be passed to Sandra to enable her to make the necessary changes to the bank account.

7. Report from Secretary

Valerie contacted Maldon District Council in regard to receiving a list of registered companies operating in North Fambridge. They were unable to do that, but if we wanted to ask them if a particular company was registered they would be happy to give that information. It was agreed that when the main questionnaire was distributed we would ask the question "did they run a business from home?" and if so would they like a copy of the business questionnaire.

8. Web-site and Publishing Report.

Trevor reported that there had been 100 hits to the web site, but thought most of these were probably search engines scanning the internet. No changes have been made apart from adding last month's minutes.

9. YACI Report

No change.

10. Local Business Report

No change.

11. Report from Group Analysing Questionnaires

Trevor approached 2 companies for the printing of the questionnaires. School House Graphics and R J Printers in Maldon. He is in the process of getting one further quote.

School House Graphics quote based on 320 copies of main questionnaire plus covering letter, 160 youth and 25 business was £708 double sided presented with a staple in the corner. Or £875 double sided presented in a booklet format.

RJ Printers have not as yet come back to Trevor. He has made several phone calls and was given lots of promises, they still haven't come back to him.

It was agreed that we would produce 320 copies of the main questionnaire, plus a covering letter in colour. 80 copies of the youth questionnaire and 25 of the business questionnaire.

It was agreed that the cost to print the youth questionnaire in colour would be too expensive and that we would reduce the number to be printed to 80. Therefore reducing the cost slightly.

It was agreed that we would supply an A4 envelope to be used when returning the questionnaire.

Sandra has produced a letter, which states that villagers will shortly be receiving a questionnaire. This was agreed by the committee and will be inserted into Octobers In Touch.

Minor changes were made to the covering letter that will accompany the main questionnaire. It was agreed that the date for collection would be w/c 29th October. Also added was a sentence stating that questionnaires would be held for 6 months and then destroyed in accordance with the Data Protection Act. This wording was also added to the front page of the Business questionnaire. Sandra agreed to store them.

The comments page on the back of the main questionnaire has changed to read "Thank you for completing this confidential questionnaire"

12. Any Other Business

Trevor has been working hard obtaining quotes for the statistical reports produced from the questionnaire data. The three companies contacted were Warwick publishing, Survey Shack and IDA.

Warwick costs	£1098 incl vat
Survey Shack	£3995 incl vat
IDA	£2930 incl vat

It was decided that the company by far who have responded and delivered the best were Warwick. And based on the figures were also the cheapest. Trevor has contacted Stella to find out if any other villages have used Warwick to get any feedback. She has passed this request onto someone else who will contact Trevor. If this appears ok, then we would use Warwick for our analyses.

It was agreed that any free flow text would be analysed by the committee, as it is too costly to use the analysing company.

13. Summarize Any Actions to be taken before Next Meeting

- Jeannette to send booking form to RCCE.
- Trevor to chase up RJ Printers for their quote
- Trevor to obtain one more quote for printing
- Valerie to give Sandra Brian's resignation letter
- Valerie to change the 1st August minutes re Brian's resignation
- Sandra to revise the next meetings agenda

14. Date of Next Meeting

Wednesday, 3rd October, 2007 at 7.45 p.m. in the Village Hall

Meeting Closed at 10.15 p.m.