

## MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Village Hall on Wednesday, 5<sup>th</sup> December, 2007 at 7.45 p.m.

Present: Trevor Jones, Jeanette Mochrie, Sandra Nunn, John Shawcross, Valerie Shawcross.

Guests: An apology was received from The Reverend Sandra Manley.

1. Apologies for Absence: Apologies were received from Claire Udall and Sue Thomas.

2. Agree Minutes of Meeting held on 7<sup>th</sup> November, 2007.

A request had been received from a member of the committee for Item 8 to be amended to emphasize that Trevor had opened a “random” sample of questionnaires.  
The Minutes were agreed and signed by Sandra Nunn.

3. Matters Arising from the Minutes

There were no matters arising.

4. Report From Chairman

Sandra reported that the questionnaires were returned to her on 30<sup>th</sup> November and she had been notified by Warwick Software that the results would be returned approximately 3 weeks later.

She had also looked through the list Trevor had typed up from the comments pages detached from the back of the questionnaires and made a list of possible headings for analysis.

Sandra has sent an e-mail to Chris Rust at Maldon District Council as it is now over 2 months since we received a letter notifying us of £500 funding available for projects identified in the village questionnaires but no application form has yet been received. An apology was received and a promise that application forms would be produced in the new year.

5. Report from Treasurer

Claire sent a report that the balance of account was £2124.18 on 16<sup>th</sup> November, 2007. Trevor informed the meeting that he had received a cheque for £40 since that date as reimbursement for the cost to DHL for delivery of the questionnaires to Warwick Software.

6. Report from Secretary.

There has been no response from Stella regarding the high percentage of questionnaires returned. By comparison a neighbouring village had only managed 20%

The next meeting has been arranged for the second Wednesday in January.

7. Questionnaire Analysis Report.

The main questionnaires were roughly divided between Sandra, Jeanette and Valerie for them to type up the free flow answers and additional comments into an EXCEL table Trevor had already set up. Trevor would then collate these comments with the comments from the back pages and transfer them to an ACCESS program. Trevor took the youth and business questionnaires to process.

9. Any Other Business

It was agreed that a date for a public meeting be arranged at the next meeting as the results of the tick answers should be back. A date for the A.G.M. also needs to be arranged for March, 2008.

10. Summarize Any Actions to be taken before Next Meeting

- Sandra, Jeanette and Valerie to type up free flow answers and additional comments to questions in EXCEL.
- Trevor to collate and transfer to ACCESS.
- Trevor to process youth and business questionnaires.

11. Date of Next Meeting

PLEASE NOTE THE DATE OF THE NEXT MEETING WILL BE Wednesday, 9<sup>th</sup> January, 2008 at 7.45 p.m. in the Village Hall as the first Wednesday in January falls to close to New Year's Day.

Meeting Closed at 9 p.m.