

## MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Village Hall on Wednesday, 6<sup>th</sup> June, 2007 at 7.45 p.m.

Present: Trevor Jones, Jeanette Mochrie, Kim Varnes,  
Sandra Nunn, John Shawcross, Valerie Shawcross, Sue Thomas.

Guests: The Reverend Sandra Manley – Holy Trinity Church, North Fambridge.  
Councillor Hayden Garood - Parish Council Representative.

1. Apologies for Absence: Brian Armstrong, Elizabeth Armstrong, Su Baudrey,  
Claire Udall.  
Stella Meesters – Rural Community Council of Essex,

2. Agree Minutes of Meeting held on 2<sup>nd</sup> May, 2007.

The Minutes were agreed and signed by Sandra Nunn – Acting Chairman.

3. Matters Arising from the Minutes – re: “item 12” Sandra reported that she had contacted M.D.C. regarding the special interest, conservation and historical status of the Village. They confirmed that buildings such as The Church, Smugglers Cottage and the houses at the entry to the village could be designated as buildings of interest as part of the Village Plan if it is included in the questionnaire. Areas such as The River could also be included as areas of special interest. However, there are no buildings listed at the moment due to planning applications that have been approved in the past. It was suggested that the plan could include any other terminology that is in use and that we could pursue how the village is covered by the “coastal zone” and “special landscaped area”. It is understood

that The Parish Council would like included reference to the historical status of the “Champagne Plots” and the planning consents that went with them, e.g. “buildings to be 20 foot from the boundary” and “all facing the road”. From this the fabric and nature of the village could be identified. S.S.I. status covers areas such as the “rookeries” which are environmental. For a building to be “listed” it has to be of architectural or historical interest. We need to assess whether villagers want to preserve the nature of the village.

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

Stella had sent the results of the post-it-note activity for the May workshops held on 16<sup>th</sup> and 20<sup>th</sup>. She also suggested that the next stage is to use this data to inform the creation of the questionnaire.

5. Report From Chairman

Sandra had received an e-mail from Brian stating that there was nothing to report but to include the results of the May workshops results in the draft questionnaire.

6. Report from Treasurer

Claire sent a note to say there had been no transactions since her last report. She also requested that all expense claims and time sheets be sent to her by Friday, 15<sup>th</sup> June.

7. Report from Secretary

Valerie reported that she had attended the last Parish Council Meeting and that their gratitude to The NFPP group was expressed and were thanked for all their hard work.

The Village Hall had now been booked up as far as the booking clerk has made up the diary. It was agreed that the date in January be changed to the 2<sup>nd</sup> Wednesday in the month as the 1<sup>st</sup> falls straight after the Bank Holiday.

Brian's contact number is now included in the listings on the back page of IN TOUCH.

8. Web-site and Publishing Report.

Trevor reported that there had been 15 entries for the LOGO competition in the under 9 years age group, which was won by Mollie Fairchild, 3 in the 9 – 16 years, won by Ben Taylor and one adult entry from Edd Mitcham who was the overall winner. All the entries had been posted on the website but the runners-up had not been named. The results have been printed in IN TOUCH.

Trevor was disappointed that he had not received a single e-mail but there had been 1,061 hits on the web-site in May. People had been looking at the web-site and the results of the LOGO competition.

9. YACI Report

Jeanette reported that the workshop and pizza evening on 8<sup>th</sup> May had been a success and produced a copy of the results of the post-it-note activity. It had been attended by 34 children, 17 boys and 17 girls. There had also been a workshop at Beavers on 10<sup>th</sup> May but she had not received the results of the post-it-note activity from Liz. Jeannette stated that the results would be incorporated in the children's draft questionnaire which would be based on the questionnaires from other villages. The sub group consisting of Jeannette, Sue Baudrey and Kim would organise a meeting next week to build on the questionnaire which is for the 6 – 10 year age group, and will be attached to every copy of the 11+ questionnaire delivered to every household in the village.

10. Local Business Report

Nothing to report.

11. Report from Group Analysing Questionnaires

The sub group had held a meeting on 23<sup>rd</sup> May which now includes Jeanette. Everybody's comments about the draft questionnaire produced at the May meeting had been considered and the draft updated. It had been agreed by the sub group, after discussion with companies likely to analyse the questionnaire, that yes/no tick boxes that can be read by a machine were preferable and less ambiguous than open questions provided the questions had been worded correctly. Trevor had suggested that villagers views regarding the Church should be included in preference to "tick" boxes and this was discussed. Sandra to contact further companies to see how it could be handled. So far most favoured the "yes/no" style but one company would be willing to go through the questionnaire for certain types of questions. Sandra thought it important that they seek Stella's advice and that she be invited to attend the next meeting.

Sandra suggested that another draft questionnaire be circulated before Brian returns due to timing restraints, but she would not arrange for Stella to attend their meeting until his return. The 2<sup>nd</sup> Wednesday in July was suggested. They also need to obtain quotes for printing the questionnaire.

It was suggested that a lot of time and money could be saved if the questionnaire could first be tested on a sample group of 10 households as this would highlight any ambiguity or difficulty with any of the questions and a check that each one is fully understood by those who have not been involved with the questionnaire process. This was agreed. It was also suggested that any really important questions be carefully positioned and do not appear at the bottom of a page and may be missed by the householder.

John had started a distribution list but needs to know which houses on the periphery of the village are included on the electoral role. It will not be possible for him to split the distribution list until the number of people available to distribute the questionnaire is known.

12. Any Other Business

Trevor was concerned about the apathy in the village. Several ways of generating interest and getting villagers to complete the questionnaire on time was discussed including: large posters at the entrance to the village etc.

13. Summarize Any Actions to be taken before Next Meeting

- ALL MEMBERS TO SEND COMPLETED EXPENSE AND TIME SHEETS TO CLAIRE BEFORE FRIDAY, 15<sup>TH</sup> JUNE.
- Valerie to book Village Hall for 2<sup>nd</sup> Wednesday in January instead of 1<sup>st</sup> Wednesday.
- Valerie to obtain list of houses on electoral role from Parish Council.
- John to check if a copy of IN TOUCH is being delivered to Russell Road.
- Sandra to invite Stella to Questionnaire Sub Committee Meeting.
- Questionnaire Sub Committee to obtain quotes for printing of questionnaire.
- Valerie to send up-to-date list of Committee contact details to group members.
- Trevor to send copies of expense and time sheets to Sue Thomas.

14. Date of Next Meeting

Wednesday, 4<sup>th</sup> July, 2007 at 7.45 p.m. in the Village Hall

Meeting Closed at 9 p.m.