

MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Village Hall on Wednesday, 7th November, 2007 at 7.45 p.m.

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

Guests: An apology was received from The Parish Council and The Reverend Sandra Manley

1. Apologies for Absence: All members of the Committee were present.

2. Agree Minutes of Meeting held on 3rd October, 2007.

A spelling mistake was noted: Item 4 paragraph 1 should read Lottery Funding. 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 she had had a letter published in IN TOUCH and THE BURNHAM AND MALDON newspaper regarding the distribution of the questionnaire and instructions for its return.

Sandra also expressed concern about the possibility of the questionnaires getting lost in the post even if they were registered. It was agreed that they should be sent by D.H.L. and that Trevor would deliver them to the depot, and, that we would pay the cost for them to be returned special delivery to Sandra's address.

5. Report from Treasurer

Claire reported that the balance of account is £2164.92 and that she had received confirmation from Barclays that the new signature mandate is now effective.

6. Report from Secretary on RCCE Seminar 2nd October, 2007.

The attached report was distributed to all members but it was agreed to discuss this at a future meeting.

7. Report from Secretary on Distribution and Collection of Questionnaire Lists.

Of the 293 houses occupied during the month of October, 2007, 265 questionnaires had been returned which represents 90.44%. There were also 40 youth and 11 business questionnaires returned. At least 7 households had refused to complete the questionnaire as they felt it either did not concern them or gave away too much information.

The questionnaires were opened and put in a pile. Each one was then given a number 1 - 265 which was written on the front and back pages in order that a record could be kept of each one to ensure that none went missing and the back page could be cut off from those questionnaires that had comments.

8. Questionnaire Analysis Report.

Trevor had already opened a sample of questionnaires before the meeting in order to test input into the computer program he had devised for the comments and free flow questions. He had encountered many problems where questionnaires were not completed correctly, which he itemised. These were discussed and a decision made on how to overcome the problems.

Each questionnaire was then thoroughly scrutinized for any anomalies. A list was made of the number of every questionnaire that was not correctly filled in and of the joint decision made on how Warwick should process them.

John then cut off the back page of those questionnaires with comments. These were given to Trevor to input into the computer program.

Warwick agreed to return the questionnaires within 3 weeks but the analysis report would take 6 weeks

9. Any Other Business

It was agreed that the next meeting be devoted entirely to analysis of the questionnaire comments pages and free flow questions.

10. Summarize Any Actions to be taken before Next Meeting

- Sandra to pack questionnaires ready for delivery to Warwick Limited.
- Trevor to load comments from back page of questionnaire onto computer.
- Valerie to send update to IN TOUCH and MALDON AND BURNHAM newspaper.

11. Date of Next Meeting

Wednesday, 5th December, 2007 at 7.45 p.m. in the Village Hall

Meeting Closed at 10.30 p.m.