

## MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Village Hall on Wednesday, 9<sup>th</sup> January, 2008 at 7.45 p.m.

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

Guests: Councillor Hayden Garood, North Fambridge Parish Council.  
An apology was received from The Reverend Sandra Manley.

1. Apologies for Absence: Apologies were received from Claire Udall.

2. Agree Minutes of Meeting held on 5<sup>th</sup> December, 2007.

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 not heard from M.D.C. regarding application forms for the £500 funding available for projects identified in the village questionnaire.

She still had not received the sample questionnaires kept back by Warwick Software to help with the analysis of the tick questions in spite of several reminders.

Sandra had received the results of the questionnaires from Warwick Software they had produced one bound copy and one unbound suitable for photocopying of each of the main, youth and business questionnaire reports. Trevor and Sandra had found a couple of anomalies on the business report: Q.11 had just 1 for housing and 1 for transport but does not state whether yes or no answers. Q.12 should be a free flow answer but was recorded as a tick response by Warwick Software. These responses need to be checked against the actual questionnaires and amended by Warwick Software. However, it will not be possible to amend the mistakes on Q.9 where ticks were used instead of numbers by the businessmen completing the questionnaire.

It was agreed that we should invite Stella to one of the next meetings to help with the analysis of the free flow questions and comments and to advise on how to proceed with a draft for the Parish Plan.

5. Report from Treasurer

Claire did not send a report as she had expected to attend the meeting.

An invoice had been received from Warwick Software for £639.81 but the invoice was made out to The Parish Council. Sandra had contacted Warwick Software requesting an amended invoice. A cheque will be raised and sent once the amended invoice is received and the anomalies in the questionnaire results rectified.

6. Report from Secretary.

Valerie and John had read through the main questionnaire results and made a note of any contradictions or significant percentage results, these were discussed fully and proposals made on the implementation of certain points raised by a large majority of villagers in the questionnaire. In response to Q.14, Councillor Hayden was able to update the Committee on Essex County Council's plans to install traffic calming measures in the village.

7. Questionnaire Analysis Report.

There was also much discussion on what constituted a majority in the report. It was agreed that note should only be taken where there was a significant percentage of all 738 residents who had completed the questionnaire in response to each question and not a percentage of those who had responded to any particular question. For example, if there was a 60% yes response to a question which only 50 villagers had answered then this was not a significant number in proportion the whole village.

It was agreed that the results of the questionnaire not be published until after the Public Meeting when a presentation of the reports would be given in full.

There was much discussion on how to analyse the free flow questions and comments. It was agreed to hold a workshop at Sandra's house on Wednesday, 23<sup>rd</sup> January to categorise these comments and to start preparing the results of the questionnaires for presentation at the Public Meeting. Trevor agreed to start a list of categories in preparation. It was also agreed to categorise all the comments and free flow questions but to only include in the plan the top 10 most popular responses in each category, with the exception of the back page which it was agreed should be reported in full.

8. Arrange Date for Public Meeting.

Councillor Garood kindly offered for the Public Meeting to be held after The Parish Council Meeting on a Monday evening as this would make it easier to invite relevant bodies (e.g. highways, planning) to the meeting. However, the Committee are committed to maintaining their independence from the Parish Council and therefore declined.

It was agreed that a date should be set for a Friday evening in March for the A.G.M. to be followed by a Public Meeting.

9. Arrange Date for A.G.M. in March, 2008

Valerie to contact Pauline to arrange date for meeting subject to availability of Village Hall.

10. Any Other Business

Sue Thomas gave her apologies for the February Meeting.

11. Summarize Any Actions to be taken before Next Meeting

- Trevor to categorize headings for comments and free flow questions.
- Trevor to send a copy of the quotes obtained for the analysis of the questionnaire to Claire.
- Valerie to book hall for A.G.M./Public Meeting in March.
- Valerie to produce notice of A.G.M./Public Meeting for publication in press.
- **COULD ALL COMMITTEE MEMBERS FREE ON WEDNESDAY, 23<sup>RD</sup> JANUARY, HELP WITH CATEGORISATION OF FREE FLOW QUESTIONS AND COMMENTS READY FOR PRESENTATION AT PUBLIC MEETING. MEETING AT SANDRA'S HOUSE FROM 7.30 P.M. ONWARDS..**

12. Date of Next Meeting

The next meeting will be held on Wednesday, 6<sup>th</sup> February, 2008 at 7.45 p.m. in the Village Hall.

Meeting Closed at 10 p.m.

SUMMARY OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Chairman's House on Wednesday 23<sup>rd</sup> January, 2008 at 7.30 p.m.

Present: Trevor Jones, Sandra Nunn, John Shawcross, Valerie Shawcross,  
Sue Thomas, Claire Udall.

Guests: Stella Meesters, R.C.C.E.

An apology was received from. Jeanette Mochrie

Stella was able to advise the group on how to overcome the problems associated with certain concerns raised in the results of the questionnaires and to clarify the role of the group as opposed to that of The Parish Council. Stella recommended that we approach personally any business mentioned in the free flow answers and discuss with them how they could help to overcome any issues raised by residents before the Public Meeting. Stella also recommended that we update the residents on any action already taken or in progress by The Parish Council regarding any issues causing concern, and to concentrate initially on what can be achieved in the short term with quick results. The Committee however, would prefer to concentrate initially on what is most important to the village and its residents. Footpaths were suggested as a possible issue to highlight. Stella also recommended that we organise working parties of residents to look at popular issues such as, additional play equipment at recreation ground and a village shop.

It was agreed that there was nothing of any particular significance in the results of the business questionnaire that needs to be dealt with at this stage.

- Stella to contact Chris Bailey, M.D.C. regarding planning issues.
- Sandra to ask Jeanette if she can summarize the Youth Questionnaire results for the Public Meeting.
- Sue Thomas to produce a colour chart of the statistics of population who completed the questionnaire.
- Trevor to obtain quotes for printing the completed Parish Plan.
- Trevor to e-mail to all members of the group the electronic copy of the results of the questionnaires.
- Sandra and Valerie to arrange a meeting to summarize together the results of the main questionnaire.
- Claire to prepare a draft finance report for the A.G.M.
- Claire to apply for more funding.

The meeting closed at 10.15 p.m.