

MINUTES OF FIRST NORTH FAMBRIDGE VILLAGE APPRAISAL COMMITTEE MEETING

Monday, 11th December, 2006 at 7.30 p.m.

Present: Brian Armstrong (Chairman) – village resident for 9 years
Elizabeth Armstrong – member of P.C.C. and Beavers supervisor
Trevor Jones – village resident for 9 years – former IN TOUCH editor
Jeanette Mochrie – village resident for 11 years
Sandra Nunn – village resident for 31 years
Claire Udall – village resident for 5 years
John Shawcross –village resident for 10 years – distributor of IN TOUCH
Valerie Shawcross (Minutes Secretary) – organiser of Village Hall Lottery
Councillor Sue Baudrey – Parish Council Representative
Guest: Stella Meesters – Rural Community Council of Essex

Apologies for Absence: Kim Varnes - village resident for 9 years

- Brian opened meeting and gave background of formation of committee, i.e. volunteered his services to Parish Council to organise village appraisal. Notices were published in IN TOUCH asking for villagers to be on committee and a committee of nine members was formed. Parish Council asked that the committee report back to Councillor Sue Baudrey. Stella confirmed that an ideal number of members should be 6 – 12 persons representative of the North Fambridge Village. There is no village appraisal in place at the present time. Brian was given documents from the year 2000 when a proposal to have an appraisal was agreed. There has been a large turnover of residents in the village over the passed few years so there is a need to bring any village plans up to date by interacting with all ages groups within the community
- Introductions were made as above.
- Stella gave the Terms of Reference for forming the Committee and handed out useful leaflets and copies of other local village appraisals for committee to view and invited questions and discussion. The reasons for having an appraisal was raised, the essential point being that it should represent the views and issues of the entire village community. The question of how we should counter any resistance was asked e.g. problems with school bus companies, developers etc. Stella advised that we should set-up meetings and discussions with the companies involved and try to resolve the issues amicably, the appraisal should help with this as it represents the feeling of the entire community.

Brief summary of Terms of Reference for Producing Village Appraisal

- Appraisal comes from questionnaires and open meetings for North Fambridge Village Community.
- The Plan can last as long as relevant or as village community decides.
- The Village Community can determine the length of time the plan will take to implement.
- The whole village community must feel included and that any issues raised are addressed and acted upon.
- The purpose of the plan is to gather information from the village community to ascertain:
 1. What they would like.
 2. What Don't they like
 3. How can the area be improved.
- The Appraisal can be used to assist the Parish Council to implement what is proposed by the village community by making them aware of issues. The Parish Council can be working on anything that arises even if Appraisal is incomplete.
- The Appraisal can be used by the District Council to inform the evidence base of the Local Development Framework.

- It is the purpose of the appraisal to establish village community issues and for the Parish Council to implement them.
- An appraisal should establish and substantiate any particular need or problem by giving wait and evidence.
- It should be made clear to the village community that this appraisal is in addition to any other village committees, that it is a new group with strength, representing their views.
- An appraisal is not a requirement or compulsory.
- It can be anything the village community wants provided it is representative of the community and information is gathered from the community as a whole through questionnaires etc.
- It can provide an action plan to resolve problems and implement the wishes of the community by being factual; providing an in depth assessment of situations; discussion with relevant parties involved; finding solutions; obtaining funding etc.
- Can give wait and evidence to assist Parish Council and has strength as it will represent the whole village community.
- It is essential to report who said what and why and to be realistic and establish what is achievable and what is not.
- The aim of the appraisal to make Parish Council aware of village community issues.
- Don't ignore factual information already established, e.g. Parish Council Questionnaires.
- To raise funding for cost of producing appraisal.
- To keep an accurate record of all expenses incurred including cost of time and expenses donated "in kind" for purposes of obtaining grants. Everyday spent working on project is worth £50.
- Questionnaire can include profiling to establish that it has been completed by a person living in the village.

How to Proceed with Village Appraisal

- Need to open Bank Account for funding.
- Obtain quotes and apply for Grants from organisations e.g. £2500 is available from The Community Planning Grant. It will be necessary to produce statements in order to obtain grants.
- Organise an inaugural general meeting to involve village community and gather information, this must be advertised for a minimum of 21 days before meeting. At this inaugural meeting The North Fambridge Appraisal Committee must be authenticated by Village Community and the Constitution adopted.
- Establish workshops and steering committees.
- Publicise appraisal and involve whole village community.
- Interact with children and persons of all ages.

A Parish Plan information Pack is available. This outlines the steps required to produce a Parish Plan. Stella will send this as a PDF to Brian to circulate.

Proposals for Advertising Appraisal and Gathering Community Ideas for Questionnaire

- Notice in IN TOUCH village magazine.
- Link into Parish Council Website or set-up own website.
- Use Village Notice Boards.
- Leaflets at Ferry Boat Inn.
- Organise community event or use other events e.g. Village Quiz to gather information from village community.
- Committee envisage one problem as being the apathy of the community therefore every opportunity should be given for them to make a contribution e.g. several walk-in meetings, enticements to complete questionnaires.

Delegation of Committee Roles

- Proposed Chairperson – Brian Armstrong
- Minutes Secretary – Valerie Shawcross and Jeanette Mochrie
- Finance Officer/Grant Applications – Claire Udall
- Publishing and Website – Trevor Jones
- Constitution – Jeanette Mochrie
- Interaction with children and young adults – Jeannette Mochrie, Liz Armstrong, Kim Varnes, Claire Udall and Sue Baudrey.
- Summary of Village History – Sandra Nunn and Liz Armstrong
- Involvement of Local Businesses – Brian Armstrong, John Shawcross, Trevor Jones
- Distribution of Leaflets – John Shawcross
- Record expenses, and expenses and time given in kind – Valerie Shawcross

Preparation for Next Meeting

- Claire to organise Bank Account
- Brian to speak to Chairman of Village Hall (Trevor Williams) to negotiate cost of hire for public meetings.
- Sue Baudrey to report back to Parish Council at their next meeting on 15th January and request £150 from Parish Council Funds in order to set-up bank account, also, to request funding be added to next year's precept in March.
- Sue Baudrey to obtain from Parish Council any existing issues and data obtained from previous questionnaires etc.
- Brian to set agenda for next meeting.
- Brian and Valerie to report meeting and promote appraisal in IN TOUCH magazine.
- Valerie to distribute list of Committee contact details to Committee members, Stella Meesters and Councillor Baudrey.
- Stella to e-mail template constitution to Jeanette to customize for North Fambridge.

Date of Next Meeting Monday, 29th January, 2007 at 7.45 p.m

Stella Meesters to attend. Brian thanked Stella for all her help and attendance at the meeting.

Meeting Closed at 9.15 p.m.