

MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held on Wednesday, 13th August, 2008 at 7.30 p.m.

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

Guests: Stella Meesters – Rural Community Council of Essex.

1. Apologies for Absence: John Shawcross, Jeanette Mochrie, The Reverend Sandra Manley, Councillor Ray Perrins – North Fambridge Parish Council. .

2. Agree Minutes of Meeting held on 4th June, 2008.

The Minutes were agreed and signed by Sandra Nunn.

3. Matters Arising from the Minutes

Sandra had received an e-mail from Chris Rust, M.D.C. confirming that we have been awarded a £500 grant from The Civic Pride Scheme towards the cost of a finger sign for the village. The actual cost of the sign will be £563.83 not including V.A.T. It was suggested that we apply to The Parish Council for the balance and to purchase the sign on our behalf as they will be responsible for the installation and maintenance of the sign on behalf of the parish. Stella to confirm if Parish Council pay V.A.T. We will have the option at the end of the parish plan process to allocate any surplus funds to any project related to The Parish Plan or Village Design Statement so could refund the £63.83 if necessary. Stella confirmed that we do not have to return any funding received from R.C.C.E. providing the money is used for Parish Plan related projects or to any group or organisation working on our behalf.

Sandra had also received a cheque for £392 for additional funding from R.C.C.E. to add to the £2000 already received this year. Sandra had written a thank you to R.C.C.E. for this cheque.

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

Stella reported that there are “Grass Roots” grants available for funding the parish plan process and V.D.S. Trevor agreed to download details from the website and pass them on to Claire. Stella had also been informed, ‘verbally’ only, that E.C.C. would be financing a “Making the Link” fund for projects linked to, and following on, from the parish plan process. E.C.C. would provide 80% of the funding and The Parish Council the other 20%. R.C.C.E. would help and advise on this project

M.D.C. have also offered to set up a daytime meeting at their offices for the Parish Plan group with The Local Strategic Partnership, and would invite whoever needs to be involved in facilitating our parish plan. Valerie agreed to provide Stella with convenient dates for group members to attend. It is hoped this meeting will take place towards the end of September or early October.

5. Report From Chairman

See under ‘Matters Arising’.

6. Report from Treasurer

Claire confirmed that the balance stood at £3929.42 which includes the £392 cheque from R.C.C.E. The £500 from M.D.C. has not yet been received as they are awaiting a code and account from which to deduct the money.

7. Report from Secretary

Valerie reported that she had received a reply from The Parish Clerk regarding the “Viking Transport” project which confirmed, as printed in July edition of IN TOUCH magazine, that the project is not yet available due to lack of funds. A copy of the e-mail and page from July IN TOUCH are attached.

Valerie had sent to group members details of the costs to Southminster Parish Plan Group of printing their booklet and had borrowed a copy to show at the meeting. This was discussed and it was agreed that Trevor contact The Lavenham Press Limited for an estimate of the cost of printing our booklet. It was also suggested that he try to obtain a copy from the Southminster website for comparison of content with our booklet. The number of copies required was also discussed. It was agreed that a copy be offered to every household in the parish as there had been such a good response from residents who had shown a genuine interest in the plan. It was agreed that the booklet would be delivered personally to each household and not just put through the letterbox. A launch meeting would be arranged and copies offered to those who attend. Valerie to provide an up-to-date list of every household in order that each property could be ticked as having received a copy of the booklet.

Sue Thomas requested that a copy of the booklet be given to the family of the late Millicent Nicholson, designer of the village sign printed of the front cover.

8. Discuss Contents of Parish Plan Booklet

Almost 5 hours were spent finalising and proof reading the Parish Plan Booklet draft that had been edited by Claire. It was arranged for Trevor to make all alterations to the booklet agreed at the meeting and to pass it on to Sandra for a final proof reading. Sandra would then forward the final draft to Ray Perrins to discuss with The Parish Council.

Valerie to ascertain whether Smuggler’s Cottage was once a shop as well as a post office.

Concern was expressed that residents might query why comments made by a minority of persons have not been included in the plan. It was agreed to make a list of possible queries and the reason for them being excluded. The high profile of the ‘youth’ responses was also highlighted but it was agreed that the actual parish plan has included them proportionally. Stella was also able to reassure the group that it will not be necessary to print the Essex Rural Partnership logo on the front cover of the booklet.

Stella was given a copy of the draft booklet and agreed to read and comment on its contents. Stella also suggested that we may wish to attach the actual parish plan as a black and white printed insert into the booklet as other parishes have started to do. The reason for this being the constant changes that will be necessary to the plan as it progresses and the reduction in printing cost. The plan itself should be an on-going project for the future. It was agreed that this would also allow us to go ahead with the printing of the booklet and not be held up finalising the plan which will involve more research to ascertain timescales, funding etc.

9. Parish Plan

Trevor to update parish plan table from agreed actions in booklet.

10. Report from Councillor Ray Perrins regarding Implementation of Parish Plan

Councillor Ray Perrins was not present at the meeting as he had not yet received a copy of the draft Parish Plan Booklet

11. Discuss Funding Available for “Green Spaces” Projects

This item on the agenda has been postponed to the next meeting.

12. Any Other Business

There was no other business.

13. Summarize Any Actions to be taken before Next Meeting

- Stella to check if the village finger sign can be purchased by Parish Council free of V.A.T.
- Valerie to arrange date with Stella for meeting at M.D.C. offices.
- Trevor to complete alterations to Parish Plan Booklet and pass on to Sandra for final proof reading.
- Sandra to pass completed draft of Parish Plan Booklet to Councillor Ray Perrins.
- Trevor to download details of “Grass Roots” Funding Project and pass printed copy to Claire.
- Trevor to download Southminster Parish Plan Booklet from their website.
- Valerie to establish whether ‘Smuggler’s Cottage’ was once a shop as well as a Post Office.
- Trevor to contact Lavenham Press Limited for estimate of printing costs.
- Valerie to provide up-to-date list of all properties in the parish for launch meeting.

14. Date of Next Meeting

Wednesday, 3rd September, 2008 at 7.45 p.m. in the Village Hall

Meeting Closed at 12.40 a.m.