

MINUTES OF SECOND NORTH FAMBRIDGE VILLAGE APPRAISAL COMMITTEE MEETING

Monday, 29th January, 2007 at 7.45 p.m.

Present: Brian Armstrong, Elizabeth Armstrong, Trevor Jones, Jeanette Mochrie, Sandra Nunn, Claire Udall, John Shawcross, Valerie Shawcross, Kim Varnes, Councillor Su Baudrey.

Guests: Stella Meesters – Rural Community Council of Essex,
The Reverend Sandra Manley – Holy Trinity Church, North Fambridge.

1. Apologies for Absence: there were no absences.
2. Minutes of Last Meeting: Sandra Nunn wanted the wording of “Bullet five – item 1” under the heading “Brief Summary of Terms of Reference ...” to read “What they like” as she felt this gave a more positive message.

The Minutes were agreed and signed by Brian Armstrong as representative of the group.

3. Matters Arising from the Minutes – these were discussed under the following headings.

4. Constitution

Jeanette reported that she had customized a template constitution document to suit the needs of North Fambridge Village and would e-mail copies to the group for comment and agreement.

5. Report from Claire re: Bank Account

It was agreed that an account should be opened with Barclays Bank as they were the only bank Claire could find that have a specifically designed account for our purposes i.e. a Constitutional Account as opposed to a charity account. Other Appraisal groups had used this account and there were no objections. The account will require 3 signatures, of which any two will be required for each withdrawal. It was agreed that the signatories should be: Chairman, Treasurer and Secretary of the Committee. The bank require all three people to appear in person at the bank with necessary identification. The account will need to be opened before we can apply for a grant from The Community Planning Fund. Stella stated that we could do this before the I.G.M. with our first cheque from North Fambridge Parish Council.

6. Report from Sue re: Funding from Parish Council and any Known Previous Issues from Questionnaires

Su was pleased to announce that North Fambridge Parish Council would give £150 this financial year and another £150 next year i.e. April, 2007 towards the cost of the appraisal. Brian will request the first cheque when the Constitution has been finalised and name agreed for the group.

The Parish Clerk had found a questionnaire that the Parish Council sent out in 1997 regarding a survey on affordable housing. This was given to Brian to read. However, it was thought it would give a limited guidance as it only focused on housing needs in the village but Brian agreed to approach the housing trust concerned for blank copies of the questionnaire. John Archer, District Councillor, suggested at the P.C. Meeting that we could contact Essex for any questionnaires on traffic surveys. Brian agreed to ring them.

7. Report from Brian from Meeting with Trevor Williams on use of Village Hall

There will be no charge for use of the Village Hall as it is a village project. Brian to check for availability for future meetings.

8. Report from Liz and Sandra on Village History

Sandra handed out copies for all to read and send comments by e-mail. Stella suggested that it may be advisable to condense it a little for inclusion in the finished document.

9. Report from Trevor on Web-site and Publishing

Trevor had nothing further to report on publishing.

He had picked out a template for a web-site provided by Microsoft™. He had found one readily available web-site but this would cost £50 per year. He had tried using the North Fambridge web-site but this is now owned by The Parish Council and the group indicated that they wish it to be made clear to villagers that the Appraisal Committee is independent of the Parish Council, therefore it would be preferable to pay the £50 if necessary. It was suggested that we could have a link into the Parish Council web-site in addition to our own. Trevor agreed to approach the person responsible for setting up the North Fambridge web-site for any suggestions. It was also suggested that we make use of the Essex web-site. Trevor to investigate further and to report back at the next meeting. Various items that should be put onto the site were then discussed e.g. salient points of the minutes of each meeting, a few personal details of committee members etc.

10. Report from Jeanette, Kim, Liz Claire and Su on Interaction with Children within the Village

Minutes of the Sub Committee Meeting were handed out. The group wishes to be known as YACI (Young Adult and Children Interactive) Committee. It was agreed to produce an additional questionnaire for the under 18's as has happened in other village appraisals. Various ways of gathering the opinions of our children were discussed e.g. workshops targeted at the young. Members of the Committee to attend Scout and Beaver meetings etc. Jeanette ask if Stella could provide copies of questionnaires sent out from other appraisal groups for the younger age group. Stella stated she would provide a pack of questionnaires. It was also agreed that we already have an ideal cross section of ages among the children of the Committee.

11. Report from John and Brian on Involvement of Local Business

Brian thought that this aspect of the appraisal could be difficult as many people would not wish it to be known that they are conducting a business from home. He suggested that we put out an open invitation to anyone conducting business in the village to put forward any proposal or comments that would be helpful to their business rather than trying to approach each one individually. We could even consider a separate questionnaire just for businesses, to involve as many as possible and look up those that advertise in IN TOUCH. It should also include The Church and local clubs. John and Brian to put a list together.

12. Next Step Forward

It is important to organise the I.G.M. as soon as possible. Brian suggested either 21st or 28th of April on a Saturday morning. However, as it was not known if these dates were available and that this may not be the most convenient time for villagers, it should be held one evening instead. It is not so necessary to have many villagers present at this meeting so long as The North Fambridge Appraisal Committee is authenticated by the Village Community and the Constitution adopted.

Stella emphasised the need to give 21 days notice of this meeting. Valerie stated that this would not be a problem as she had done this many times before for The Village Hall and in her work and may still have a template on her computer. She would also contact Thelma to have the notice put in the Maldon and Burnham newspapers and pin them up on official notice boards around the village.

Brian to contact the Village Hall booking clerk to arrange a date.

Brian suggested that a time scale of 15 months be set to complete the project and this was agreed by all.

13. Campaign to Protect Rural England

Brian gave out leaflets from The Campaign to Protect Rural England and suggested that we incorporate this into our village appraisal. Everyone to read and comment back at the next meeting.

14. Any Other Business

Stella invited members of the group to a meeting at their RCC offices in Feering on 6th March, between 3 p.m. and 5 p.m. entitled "Parish Plans Taking the Actions Forward" and is mostly concerned with transport and traffic. Details to be sent to Brian.

15. Date of Next Meeting

Monday, 26th February, 2007 at 7.45 p.m.

Meeting Closed at 9.15 p.m.