

## MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP ANNUAL GENERAL MEETING

Held in The Village Hall on Wednesday, 5<sup>th</sup> March, 2008 at 7.45 p.m.

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

Guests: The Reverend Sandra Manley, Christine Wakeling (Clerk to the Parish Council), Members of the Parish Council.

60+ Residents of North Fambridge also attended the meeting.

### 1. Report From Chairman

Sandra read the following report:

“Since the Inaugural General Meeting in March 2007, the Committee have had a very busy time.

During April the formats of questionnaires produced in other villages were scrutinised. A competition to design a LOGO for the group was arranged. Workshops for adults and a pizza evening for younger residents were planned for May, 2007 to gather people’s thoughts regarding aspects of the village that were important to them.

Following these events, initial draft questionnaires were produced based on the comments received at those meetings.

During June, July and August the questionnaires were amended and redrafted several times in an effort to achieve user friendly and productive formats. When the questionnaires were finalised, quotes for printing were obtained.

Thanks to the energetic work of Valerie and John Shawcross a list showing all properties in the Parish was compiled in readiness for distribution.

The reliability of a few companies was checked and quotes were also obtained for the analysis and production of statistical reports. It soon became evident that the cost of having free flow responses analysed would be beyond the means of the funds held and the decision was taken that the Committee would have to analyse these.

During October, the Committee delivered and collected the questionnaires and they were delighted to find that a return in excess of 90% of the Parish had been achieved.

Before the questionnaires were despatched for analysis in November, the Committee detached the free comments from the back page and Trevor Jones commenced the arduous task of organising the transfer of the comments to a computer database.

Just before Christmas 2007, we received the reports back from Warwick Network who carried out the analyses and we set to work transferring the free flow responses to some of the questions to a spreadsheet.

January and February, 2008 have been spent looking at the analysed responses to the questionnaires and the most frequent free flow comments.

Following the Public Meeting the Committee will have the task of bringing all the information together and producing the actual Parish Plan based on this information.”

## 2. Report from Treasurer

Claire gave the following report for the 15 month period ended 5<sup>th</sup> March, 2008:

“The Group received funding for the project from the Rural Community Council of Essex (RCCE) and The Parish Council.

Cost (= or > £50) associated with the project (as shown in the accounts) include:

- Creation and associated costs of the website
- Printing and processing of the questionnaire
- Costs for the Logo competition
- Sundry printing, postage and stationery.

In compliance with the terms of the RCCE funding, 3 independent quotes have been sought for all significant expenses.

We have applied for further funding from the RCCE and the Parish Council to complete the project. We are pleased to report that the Parish Council have given us further funding of £166 to enable the maximum grant to be applied for from the RCCE.

Significant expenses in the next financial year are envisaged to be:

- Design and finish for the Parish Plan
- Printing of the plan
- Website hosting of the plan
- Associated costs with launching the plan.

Unfortunately, we will not know the outcome of the RCCE funding application until the end of March. Without further funding, we will struggle to finalise the plan, but hope to be awarded some, if not all, of our application. Other grants (e.g. National Lottery funding) can be applied for once specific projects have been identified in the plan. We can also raise funding through sponsorship from local business, so hope to be in a position to finalise the plan by December, 2008.

An independent party reviewed the accounts and agreed the bank balance as at 4th February, 2008.

There are no outstanding costs as at 5<sup>th</sup> March, 2008.

The timetable for the project has been revised by 6 months mainly due to an underestimation of the extent of the task to prepare and circulate the questionnaires.”

Claire Udall CFE, ACA, BA (Hons)  
Treasurer

Copies of the attached financial statement were distributed around the hall for residents to read.

A resident asked how many copies of the completed Parish Plan would be printed and suggested that, if there were insufficient funds for a copy to be given to each household in the Parish that residents may be prepared to pay for a copy. Sandra stated that the number of copies printed would depend on funding but that copies would be available in local libraries etc and that it would be posted on the website.

## 3. Introduction of Proposed New Committee

Members of the Committee prepared to stand for re-election were introduced to the floor.

They were: Trevor Jones, Jeanette Mochrie, Sandra Nunn, John Shawcross, Valerie Shawcross, Sue Thomas, Claire Udall.

4. Election of Committee by North Fambridge Parish Residents

The Committee were elected en bloc by all residents present at the meeting, proposed by Val Carter and seconded by Diana Deer.

5. Election of Officers

Sandra Nunn was elected as Chairman, proposed by Claire Udall and seconded by Valerie Shawcross. Valerie Shawcross was elected as secretary, proposed by Sandra Nunn and seconded by Claire Udall. Claire Udall was elected as Treasurer, proposed by Jeanette Mochrie and seconded by Trevor Jones.

### **PUBLIC MEETING**

The Chairman, Sandra Nunn, read the attached report which gives a brief summary of the results of the questionnaires.

Sandra also reported that Maldon District Council were offering up to £500 for a project associated with The Parish Plan which would promote civic pride. The Parish Plan Group have suggested the erection of a finger sign for the village and a tourist map as suitable projects. They would have liked to have applied for more dog fouling bins around the village but this would not meet the terms of the grant.

Trevor Jones then demonstrated how the group had collated the free flow comments from the questionnaires onto a spreadsheet. He then projected some examples on to a large screen for all to see by means of his computer.

A resident then thanked the group, on behalf of all residents present, for all their work so far in producing a parish plan.

Residents were then offered refreshments, kindly provided by Pat and Fred Wade and invited to look at the charts of the answers displayed around the hall. The full results of the “tick” answers to the questionnaire were also available for residents to read. The Committee were able to answer any questions.

### **Unaudited Accounts for the 15 month period ended 5<sup>th</sup> March, 2008.**

	£	£	£
Income			
RCCE Grant funding		2,500.00	
North Fambridge Parish Council funding		<u>332.00</u>	
			2,832.00
Expenses			
Website – creation and associated costs	123.38		
Questionnaire Printing	311.57		
Questionnaire Processing	639.81		
Sundry Printing, Postage & Stationery	74.22		
RCCE Meetings	20.00		
Refreshments for public meetings	21.40		
Logo competition costs	50.00		
Bank charges	<u>1.90</u>		
			<u>-1,242.28</u>
<b>Net Surplus for the period</b>			<b><u>£1,589.72</u></b>
<b>Bank account Balance as at 5<sup>th</sup> March, 2008.</b>			<b><u>£1,589.72</u></b>

## Notes for Public Meeting regarding questionnaire findings

From the main questionnaire, the largest number of responses received were concerned with house building and development, traffic and highways, the environment and personal safety and community and amenities.

### Housing & Development

The responses regarding houses built in the last 10 years revealed that whilst 40% consider the number to be about right, 36% believe there has been too much new housing.

Regarding additional homes in the future 66% of respondents (552) would prefer there to be none, whilst the preferences for those making suggestions show bungalows and smaller detached and semi-detached properties to be the main preferences, followed by 9% suggesting retirement properties.

The Group has sought information from Chris Bailey at M.D.C. planning regarding any future plans for the village, boundary changes, infill development policy and provision of utilities.

(2 emails and a letter) but to date we only have the promise of a response soon.

### Traffic/ Highways

91% of respondents (583) would like to retain the current no through road system in the village.

There were quite a number of concerns regarding dangerous spots on the roads with the entrance to the village being the main one. Concerns were also expressed regarding the increase in large non-agricultural vehicles and lorries entering and exiting the village.

The request for a mini-roundabout at the village entrance has been rejected. If any residents have any feasible alternative solutions would they please let us know.

Measures to control speeding received a large response, with a Visual Display Indicator, extension of the 30mph. Speed limit and 'children at play' signs receiving the highest support.

The Parish Council is in the process of addressing the issue of speeding with M.D.C. Highways Dept. and residents are able to receive updates on these matters at the monthly Parish Council meetings.

Improvements to footpaths and the introduction of cycle paths also received support.

Of the 582 people who responded, 61% would like a designated pull-in area for the school buses.

### Environment

Preservation of the rural character of the village was a desire indicated by 94% of respondents (588)

### Amenities

86% of respondents would like to have a village shop and 57% would like a doctor's surgery.

### Community

When asked how they would like the village to develop 84% of the 567 people responded that they would like the village to stay as it is.

### Transport links

Although this issue only affects a minority group it is important to them and deserves attention.

E.g. No bus service to Maldon and no public transport link to local hospitals.