

MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Village Hall on Wednesday, 1st August, 2007 at 7.45 p.m.

Present: Trevor Jones, Jeanette Mochrie, Brian Armstrong, Sandra Nunn, John Shawcross, Valerie Shawcross, Su Baudrey.

Guests: Councillor Heidi Cook on behalf of The Parish Council
An apology was received from The Reverend Sandra Manley,

1. Apologies for Absence: Claire Udall, Liz Armstrong.

2. Agree Minutes of Meeting held on 4th July, 2007.

The Minutes were agreed and signed by Brian Armstrong.

3. Matters Arising from the Minutes

Item 8 – It was agreed, on reflection, that it would not be advisable to include an additional page for villager's comments on local organisations

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

No message had been received from Stella It was agreed that Valerie should contact her and invite her to the next meeting, as the group feel we have reached the point where we need reassurance on the format of the questionnaire and advice on how to proceed, particularly regarding its analysis.

5. Report From Chairman

Brian gave written notice of his resignation as Chairman from 1st August as he is expecting to move from the village soon. He volunteered to continue to attend meetings and to help wherever he can until his move. He was thanked for all his hard work in forming the group and getting the plan to its current stage. He also gave a letter of resignation from the group from Liz. Sandra agreed to take over as Chairman. Brian agreed to contact Claire and arrange for his signature to be removed from the group bank account and to be replaced by Sandra's.

Brain thanked Su Baudrey for all her hard work in producing the draft questionnaire which has now been passed over to Trevor to finalise and update any amendments. Brian stated the questionnaire now needs to be seen by The Parish Council and quotes from printers obtained in order that it can be completed ready for distribution by the end of October.

Brian then handed all his paper work to date, regarding The Parish Plan, to Sandra. It included a list of companies who could analyse the questionnaire, and, a letter from Stella from a steering group who had used the company "Compass Graphics" which was an overview of their services. Trevor to get quotes from these companies and to e-mail a copy of the questionnaire to Stella for comment and feedback after the amendments have been completed. One local company had agreed to attend a meeting of the questionnaire group to give an opinion and idea of the possible cost of analysis of the questionnaire. From quotes received so far, the "tick box" questions would be the cheapest. It may be necessary to put these questions on a different page from the "free flow" questions.

6. Report from Treasurer

Claire sent a statement of account movements to the meeting: £2,666 had been paid into the account, and, £156.02 paid out.

7. Report from Secretary

Valerie thanked those villagers who had helped deliver the flyer regarding the questionnaire some villagers had received from a private developer. A letter from Brian disassociating our group from the questionnaire has been hand delivered to every house in the Parish.

Valerie asked for clarification on the difference between Parish Plan Group, as used in The Constitution document, and Village Appraisal, the heading used on the draft questionnaire. It was agreed that, the questionnaire is a “village appraisal”, and, “The Plan” is what will be produced from it.

Valerie gave her apologies for the September meeting. Jeanette agreed to take the minutes.

Stella had replied to an e-mail sent asking if The Parish Council need to agree the questionnaire before it is printed. She stated that they should see it and have the opportunity to comment. Valerie had therefore delivered a copy of the draft questionnaire to Councillor Cook, who was to attend the August meeting, for comment

Valerie has started a “proof reading” and “comment” list on the draft questionnaire for circulation in order that every member of the group will see what has been picked up and have an opportunity to add to the list. The completed list would then be given to Trevor to amend and finalise the questionnaire. Brian suggested that he e-mail the list to each member of the group in turn as some members may be away at this time and would hold up the circulation. If he did not received the list back within a specified time he would then e-mail it to the next member on the list. This was agreed. Valerie to e-mail the list to Jeanette first with a copy of the original to Brian.

The comments and typing errors already identified on the list were then discussed at length. Questions omitted in error were agreed e.g. a doctor’s surgery, and the River Crouch. Valerie would update the list with those amendments that were agreed and mark those comments which were not considered appropriate before the list is e-mail for circulation.

It was agreed to attach a covering letter from the group to each questionnaire.

8. Web-site and Publishing Report.

Trevor reported that hits to the web-site were still dropping with 69 received so far including one from Brazil. There had been interest in the minutes and logo competition, and some contact via the link with The Parish Council web-site. He is receiving approximately 80 junk e-mails a day.

9. YACI Report

Jeanette reported that she had e-mailed a copy of the draft questionnaire to all for comment. The comments she had received so far were discussed and agreed. It was proposed and agreed that the format of the questionnaire and the colour be slightly changed in order to make it easier for the children to read and write their answers.

10. Local Business Report

There was some discussion on which companies the questionnaire should be given to and how to identify them. It was agreed that, if the companies were being given the opportunity to contribute to The Plan, then the questionnaire should only be given to those in The Parish who are registered with M.D.C. and pay company rate council tax. Valerie agreed to contact M.D.C. for a list.

Brian agreed to amend the Business Survey with comments received.

11. Report from Group Analysing Questionnaires

It was agreed to e-mail a copy of the amended draft questionnaire to Stella and to show a sample copy to a few selected mixed age group villagers for their opinion and comment on its clarity and the ability to understand the questions and answers.

12. Any Other Business

Sue Thomas had given her apologies for the September meeting at the July meeting.

13. Summarize Any Actions to be taken before Next Meeting

- Jeannette to make agreed amendments to the children's draft questionnaire.
- Members of the Group to send all comments on draft Y.A.C.I. questionnaire to Jeanette
- Valerie to contact Stella.
- Valerie to update questionnaire "comments" list then e-mail to both Brian and Jeanette.
- Brian to contact Claire to arrange change of signatories.
- Valerie to contact M.D.C. for list of registered businesses in North Fambridge.
- Trevor to make agreed amendments to draft questionnaire and e-mail to Stella.
- Trevor to obtain quotes for analysis of questionnaire.
- Brian to update Business Survey.

14. Date of Next Meeting

Wednesday, 5th September, 2007 at 7.45 p.m. in the Village Hall

Meeting Closed at 9.35 p.m.