

## MINUTES OF NORTH FAMBRIDGE PARISH PLAN GROUP MEETING

Held at The Village Hall on Wednesday, 3<sup>rd</sup> October, 2007 at 7.45 p.m.

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

Guests: The Reverend Sandra Manley,  
An apology was received from Councillor Heidi Cook on behalf of The Parish Council and Stella Meesters, R.C.C.E.

1. Apologies for Absence: There were no apologies. Brian and Elizabeth Armstrong have now moved from the village and will not therefore be attending any future meetings..

2. Agree Minutes of Meeting held on 5<sup>th</sup> September, 2007.

The Minutes were agreed and signed by Sandra Nunn.

3. Matters Arising from the Minutes

There were no matters arising.

4. Report From Chairman

Sandra related information she had received from R.C.C.E. regarding their financial problems now being experienced as a result of failing to obtain any further Lottery Finding.

Sandra had also contacted R.C.C.E. to check if they are V.A.T. registered and could help the group to avoid paying V.A.T. on printing costs. They were not able to help. We could request the Parish Council to pay all our invoices but it was agreed that the amount that would be saved on the printing costs would not warrant the confusion this could cause.

The necessary forms were signed at the meeting for the account signatories to be changed at the bank. Valerie gave Sandra the resignation form from Brian Armstrong to show to the bank in order to have his signature removed from the account.

Sandra had also received an e-mail from Maldon District Council regarding funding of up to £500 available to spend on any project for the village that is linked to The Village Plan. It was agreed to analyse the results of the questionnaire to see if there is an obvious project that would be suitable for an application for funding.

Sandra thanked Trevor for all his hard work in getting the questionnaires printed in time.

5. Report from Treasurer

Claire had received an invoice from R.C.C.E. for £20 for the cost of the seminar held on 2<sup>nd</sup> October which Valerie and John attended. There was also an invoice for £311.57 printing costs, leaving a balance of £2178.41.

There are no grant applications to be processed at the present time.

6. Report from Secretary on Distribution and Collection of Questionnaire Lists.

Valerie suggested that she type out a summary for the next meeting of the information gathered at the R.C.C.E. seminar, attended the previous evening, as much of it concerned producing the actual plan itself. As we now have to pay for attending these seminars, she suggested that it would only need one member of the group to be at any future meetings. There was the option, as part of the seminar, to attend the presentation on producing a Village Design Statement but it was considered that this would be more appropriate for members of The Parish Council. A Village Design Statement is concerned mostly with building planning but must comply with The Village Plan produced as a result of the Village Appraisal. Valerie and John had requested copies of the Rawreth's and St Osyth's village plans which were considered to be very good and had obtained already a copy of Hatfield Peveral's plan as it was considered by far the best. A copy of Great Yeldham had also been requested as it at first appeared very good but was not so appropriate when studied closely. Hatfield Peveral had used a system of coloured leaflets, when they experienced difficulty getting back completed questionnaires, with a closing date.

Warwick had been highly recommended by two villages that have already had their village questionnaires analysed. Hatfield Peveral displayed the report received from them with the results of their questionnaire set out in a series of bar and pie charts. Many groups had opted to assess free flow questions themselves.

Valerie handed out distribution lists for the questionnaire, the questionnaires with envelopes and introductory letter from Sandra were then divided between each member of the group. It was agreed that each questionnaire would be delivered personally to each house in the parish and to ask if a youth or business questionnaire was also required in the household. The 4<sup>th</sup> November was agreed as a closing date. Sandra would word a leaflet that could be put through the door if difficulty was experienced in getting the completed questionnaires back. It was also agreed to advertise that residents could return their completed forms at the Church Coffee morning in the village hall on Saturday, 3rd November.

7. Questionnaire Printing and Questionnaire Analysis Report.

Trevor confirmed that the total printing cost for all the questionnaires was £311.57. He had received a third quote of £276.12 but this had come far too late for the questionnaires to be printed in time to be distributed in October as had been advertised to village residents. Samples of the questionnaires had been given to a selection of people closely associated with the village, of all age groups, for their opinion on its clarity and ability to complete easily. He had received a favourable response before sending them to be printed

He had been in contact with Warwick for more details with regard to them analysing the questionnaire and requested that they return them as soon as possible in order for the open ended questions and comments pages to be assessed by the group. He has informed them that he expects them to be ready to be sent to them by the beginning of November. It was agreed to send them recorded delivery to Manchester and request that recorded delivery be used for their return.

8. Any Other Business

There was a discussion on how the comment's page and open ended questions could be best assessed. Trevor agreed to design a suitable computer program that could be accessed by all members of the group into which we could all feed information extracted from the completed questionnaires.

It was agreed that all the returned questionnaires be put in one pile and opened by all members of the group together at a special meeting to be arranged.

It was suggested that a thank you letter be sent to Brian Armstrong.

9. Summarize Any Actions to be taken before Next Meeting

- Valerie to obtain new address of Brian Armstrong.
- Sandra to design leaflet to put through doors if difficulty experienced getting questionnaires returned.
- Sandra to send notice to Thelma for publication in local newspaper with closing date for return of questionnaire and option to take them to Church coffee morning 3<sup>rd</sup> November.
- Trevor to devise means of recording free flow questions and comments page.
- Valerie to inform The Parish Council that Brian has moved from the village.
- Valerie to type out summary of information gathered at R.C.C.E. seminar.
- Report to John any queries or problems with distribution of questionnaire.
- PLEASE RETURN COMPLETED DISTRIBUTION LISTS TO JOHN BEFORE 6<sup>TH</sup> NOVEMBER SO NUMBER AND PERCENTAGE OF RETURNS CAN BE CALCULATED FOR THE NEXT MEETING.

10. Date of Next Meeting

Wednesday, 7<sup>th</sup> November, 2007 at 7.45 p.m. in the Village Hall

Meeting Closed at 9.45 p.m.