

Action Notes Parish Plan Meeting 2nd November 2006

Present: Ashley Bamforth/Catherine Hill/Darren Hill/Frances Mydatt/Richard Webster/John Wells

Apologies: Margaret Webster/June Wells

1. Notes of the last meeting agreed. No action points carried forward.
2. Matters Arising.
 - Darren has discussed costs of analyzing questionnaires with the Focus Group and they have reduced their quotation to £1650 (based on 300 questionnaires being returned).
3. The recent consultations in the village went well, although turn-out was limited. 8 people attended the coffee morning and 7 attended the sports afternoon.

Action Points:

Catherine/Darren to get questionnaires from Steve & ensure points from both events are covered in household questionnaire.

All to review questionnaires again when creating action plan.

4. Questionnaire review. The draft 2006 questionnaire was discussed and various edits suggested. Will ask for anyone of secondary school age or above to complete the questionnaire. Agreed £0 cash prize draw. Some new questions were introduced to ensure all topics of interest are represented.

Action Points:

Catherine to edit draft questionnaire.

John to check that the White Horse are happy with their section and inform Catherine if not.

Darren to ensure Jo Fitzpatrick's and East Cambs' feedback is received and included in final questionnaire.

5. Printing & Distributing plans. Those people attending are happy to be the contacts for their streets and for their telephone numbers to be listed.

TIMELINES: Week comm. 06/11 all feedback to have been received and questionnaire edited.

Week comm. 13/11 questionnaires to be printed

Week comm. 20/11 questionnaires to be distributed

Week comm. 04/12 questionnaires to be collected & given to the Focus Group (via Darren by 13/12)

Action Points:

Catherine to contact those not present to check they are happy to be listed as contacts.

Catherine to buy envelopes (175, one per household) & **Darren** to get questionnaires printed (185 household, 450 personal)

John/June to ensure November What's On has reminder to complete questionnaires

6. A.O.B. – None.

7. Date of next meeting: **Monday 20th November 2006 8.00-8.30pm in village hall.**