

## Action Notes Parish Plan Meeting 13<sup>th</sup> September 2006

Present: Ashley Bamforth/Catherine Hill/Darren Hill/John Wells

Apologies: Sue Bell/Catherine Cornell/Frances Mydatt/Richard Webster/Margaret Webster/June Wells

### 1. Notes of the last meeting agreed.

#### Action points carried forward:

**Steve/Darren** to organize coffee morning 10.00-12.00 on a Saturday for older residents. Archive Group can do a display, which **John** is happy to coordinate. Cake stall/tea + coffee and raffle.

**Catherine** to note the changes needed to the questionnaire and produce separate document outlining these at end of questionnaire review.

### 2. Matters Arising.

- Ashley gave list of business not yet written to to Catherine.
- Darren has spoken to Vicky Bailey re organizing a sports afternoon during October half-term funded by the Parish Plan group where young village residents can attend and will be asked to fill in a questionnaire. The estimated cost, including hire of equipment & village hall and 2 support workers time is £200. The group agreed to fund this from the Leader+ consultation funding.
- Darren advised that Cambs Acre can't attend the planned date of 21<sup>st</sup> October for the coffee morning. This could still continue without their support as long as the group (in particular Steve) is happy to run this event on their own. NB village hall has been booked (21<sup>st</sup> Oct am).
- John has found more up to date village appraisal software. However, if we are outsourcing this work there is no requirement to buy this at this stage.
- Darren informed the group that he has contacted various people asking if they could assist with compiling and analysing the questionnaire. Cambs Acre couldn't offer assistance with this. Darren has had positive responses from a non-local group (not so suitable) and from Gerald Coatman from an organisation called Focus Group based in Cambridge. They have worked with local communities on similar projects before and believe they could assist with this work at reasonable rates. They would need a brief from the group in order to quote for the work.

#### Action Points:

**Catherine** to send letters to businesses which have not yet been informed of new plan.

**Darren** to liaise with Vicky Bailey to confirm plans for youth consultation during Oct half-term.

**Darren** to check with Steve he is happy to run coffee morning without CambsAcre support.

**Volunteers** needed for making coffee & helping residents fill in questionnaires etc on 21/10.

**Darren** to call Sue Bell re questionnaire work.

**Catherine & Darren** to work on briefing document for Focus Group to enable them to provide quotation for work.

### 3. Darren outlined planned timelines for next stages.

Rest of September: finish reviewing questionnaire and pass a brief to Focus Group/other party to quote for work.

October: draft questionnaire to be produced by Focus Group/other party and signed off by group for printing and distribution at the end of October (ideally in time for 21<sup>st</sup> Oct coffee morning if possible).

November: collection of questionnaires, passing to third party for analysis.

4. Darren re-convened review of household questionnaire.
  - Ashley mentioned possible concerns that by reviewing the old questionnaire we are overlooking many questions which were rejected last time as being irrelevant then. Group discussed this point but agreed to continue working through last questionnaire but adding any new questions throughout. At the end of reviewing the old questionnaire any gaps can then be filled (based on points we know we need to cover from consultations).
  - Questions 11-40 were reviewed.
  - Upon reviewing questionnaire it was realised that one booklet per household with columns for individuals to fill in has drawbacks: there will be no space for certain question formats and the whole household will be able to see other people's answers. We need to raise this point with the whole group again, at the next meeting.

**Action Points:**

**Catherine** to write up findings of questionnaire review.

**Group** are to review specific questions together at next meeting with more attendees.

**Group** to revisit decision for one questionnaire booklet per household.

5. A.O.B. - none. Meeting closed at 8:50
6. Date of next meeting: **Thursday 28<sup>th</sup> September 7.30-9.00 in village hall.**