

Action Notes Parish Plan Meeting 19th October 2006

Present: Steve Ball/Ashley Bamforth/Catherine Hill/Darren Hill/Frances Mydatt/Diane Scotting/Richard Webster/John Wells/June Wells

Apologies: Sue Bell/Catherine Cornell/Margaret Webster

1. Notes of the last meeting agreed.

Action points carried forward:

Group to review specific questions together at next well attended meeting.

2. Matters Arising.

- Sue Bell has been contacted and doesn't wish to be considered for working on the questionnaire/report on a fee basis on this occasion.
- A flyer has been posted around the village advertising the coffee morning on 21st Oct and the sports afternoon on 25th. Thanks to June, John & Diane for printing and delivering this.
- Ashley cannot attend the Leader+ showcasing event on 15th Nov (neither can Darren so we will not be represented).
- Youth services will liaise with Sue Bell re the necessary forms/invoices for the sports afternoon.

Action Points:

Darren to give apologies to Leader+ re showcasing event.

3. Update on costings for questionnaire work. Focus Group have quoted £2260 + VAT (VAT is reclaimed by the Parish Council) to undertake work on producing questionnaire for printing, analysing answers and producing final report document and action plan. Group discussed these costs. Generally viewed positively.

Costs so far are as follows: £30.40 on stationery, £15 photocopying and delivering flyer, £35.22 on peashoot consultation, £150 on 10 meetings in village hall. The youth afternoon is expected to cost £200. The coffee morning is expected to cost £50 = £480.62. This leaves £2520 from the £3000 grant income.

Concerns over having enough funding for printing costs in addition to outsourcing questionnaire work. Expect to need approx 400 questionnaires to hand out (165 households given consultation flyer, on average 2.5 occupants over the age of 11) and hopefully receive approx 270 back. Rather than produce a full final report for each household if there is insufficient funding the report could be available on the website, in the mobile library, at Ely & Sutton libraries, in the pub and the village hall. A summary and/or the action plan could then be sent around to all households. Additional funding could also be sought (e.g. local business sponsorship of the prize draw/report printing). Also, it was decided that we would do the first stage ourselves to reduce costs and try to get quote reduced (based on receiving 350 questionnaires back and producing questionnaire).

Action Points:

Darren to try and get reduction from FocusGroup.

Catherine to produce word processed questionnaire to discuss at next meeting. To include question provided by the pub and specific focused question re village hall (**Steve** to email).

4. Forthcoming consultations. Steve ready and lots of people helping on Saturday's coffee morning (please arrive at 10:00 for 10:30 start). Jo Fitzpatrick from CAMSAcre can now attend and will arrive at 10:15. Group would prefer Jo to be prepared to give a short presentation and facilitate discussion/completion of short questionnaire. Hoping for good turn out.
Also all set for the youth consultation.

Action Points:

Catherine to produce 1 page questionnaire form and give to Steve for Saturday.

Darren to inform Jo of group's preferences for short presentation/questionnaire to add some structure to the coffee morning.

Darren to check with youth services all set for Wednesday 25th.

5. A.O.B. – **Action Points:** John would like clean copy of old questionnaire for website.
6. Date of next meeting: **Thursday 2nd November 2006 8.00-9.00pm in village hall.**