

Action Notes Parish Plan Meeting 19th July 2006

Present Ashley Bamforth
Darren Hill
Ann Russell
Richard Webster
Margaret Webster
John Wells
June Wells

Apologies: Catherine Cornell
Catherine Hill

1. Darren welcomed new members of the group Steve Ball/Ann Russell.
2. Notes of the last meeting agreed.

Action points carried forward:

Ashley to check list of groups/stakeholders/businesses that have been notified of Parish Plan process and advise Darren of any additions.

Darren to write to Malcolm Moss MP

Ann to check if the software for previous questionnaire is still available and pass to John.

Parish Council to be invited to contribute ideas to Parish Plan process. **Ashley** to provide Darren with the date of August Parish Council Meeting and **Darren** will attend.

3. Leader + Funding application has been successful. This will provide an additional £1500 for the Parish Plan process. All expenditure must be incurred by November 2006. All application details are on the website. Offer letter must be signed and returned within the next month. Leader + Funding requires us to consult specifically with young/old age groups

Action Points:

Ashley to read through Leader + contract agreement and advise Darren if Parish Council is happy to sign/proceed. Deadline for returns 8th August.

Darren to provide John with a copy of the offer letter to put onto the website.

4. Consultations. Pea shoot relatively successful. 46 responses from village residents in total Poor response rate from 16-35 age groups and +66 age group, need for separate consultation sessions with those residents. Leader + budget to be used for both consultations. Promote coffee morning in What's on in September/village hall and pub poster and at Thursday morning post office 9.00-9.30am.

Action Points:

Darren to speak to Mick Oliver/Dan Firth for ideas on how to engage with younger residents.

Steve/Darren to organize coffee morning 10.00-12.00 on a Saturday in mid/end September for older residents. Short questionnaire to be put together to introduce Parish Plan and focus group. Archive Group can do a display, **John** to coordinate. Cake stall/tea + coffee and raffle.

Darren to speak to Cambs Acre to see if they have anybody within relevant age group that can facilitate meeting.

Other ideas may be obtained from Witchford Village College citizenship programme.

5. Next steps. Questionnaire to be circulated in September/October. Feedback from pea-shoot/youth/coffee morning to be used when formulating questionnaire. Needs to be quite short and not too complex. Tick boxes/multiple choice would make things easier to analyse. Data entry to be shared by steering group. Suggestions for questions/issues in What's on.

Action Points:

Darren to ask **Sue** to circulate copies of 2001 village appraisal to steering group.

Darren to get other examples of questionnaires for circulation at the meeting.

All to look through questionnaire and decide what sections are relevant.

6. A.O.B. Date of next meeting: **Wednesday 30th August 7.30-8.30 village hall.** (NB Agenda item to be discussed- Questionnaire format and distribution).