

Action Notes Parish Plan Meeting 28th September 2006

Present: Ashley Bamforth/Catherine Hill/Darren Hill/Diane Scotting/John Wells/June Wells

Apologies: Frances Mydatt /Richard Webster/Margaret Webster

1. Notes of the last meeting agreed.

Action points carried forward:

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

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

Volunteers still needed for coffee morning on 21/10.

Darren to call Sue Bell re questionnaire work.

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

Group to revisit decision for one questionnaire booklet per household.

2. Matters Arising.

- What's On for October has been distributed without Parish Plan notices. June will arrange for a flyer to go in the Weekly News delivered to all households. Darren has a draft document which can be amended and used for this. It must include the relevant funding logo's.

Darren informed the group that he has received a letter from Leader+ regarding a Showcasing Event which they would like a representative of the group to attend and give a short presentation about the Witcham Parish Plan process. It will take place at the Glebe Community Centre in Sutton on Wednesday 15th November from 09:45-15:30. Darren is unable to attend. Ashley will check his diary (response required back by Leader+ by 22/10/06).

Action Points:

Catherine to send June flyer details for circulation (notification of half-term youth afternoon, coffee morning & forthcoming questionnaire).

June to arrange for production of flyer and distribution with Weekly News on 13th Oct.

Ashley to check if he can attend Leader+ showcasing event on 15/11/06 & inform Darren.

3. Forthcoming consultations. Darren updated the group of youth services' ideas for the half-term youth consultation. It will be from 12-4pm on 25th Oct for Year 6-11 students and will include crafts, games, circus skills, music & tuck bar (& outdoor sports weather permitting). Ashley mentioned that youth services will need to fill in a form for use of the village green (can be obtained from Sue) and that the resulting invoice should be sent to Sue. Steve wasn't present at the meeting to discuss the coffee morning in detail. However June & John offered their assistance.

Action Points:

Darren to check that Youth Services contact Sue for village green form & invoicing.

Darren to contact Steve re coffee morning.

4. Darren re-convened review of household questionnaire. The remaining questions were discussed. See updated questionnaire review document. Once this document is complete Darren will liaise with third party to get quotation for producing & reviewing questionnaire and will try to arrange draft questionnaire for next meeting.

Action Points:

Catherine to write up findings of questionnaire review.

Darren to send questionnaire review document to Focus Group (or other) for quotation/to commence work.

5. A.O.B. - none. Meeting closed at 9:00
6. Date of next meeting: **Thursday 19th October 2006 7.30-9.00 in village hall.**