

Action Notes Parish Plan Meeting 30th August 2006

Present Steve Ball/Sue Bell/Ashley Bamforth/Catherine Cornell/Catherine Hill/Darren Hill/
Francis Mydatt/Diane Scotting/Richard Webster/John Wells/June Wells

Apologies: Ann Russell & Margaret Webster

1. Notes of the last meeting agreed.

Action points carried forward:

Ashley has checked list of groups/stakeholders/businesses that have been notified of Parish Plan process. There are some missing, he will advise Darren of any additions.

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 for older residents. Archive Group can do a display, which **John** is happy to coordinate. Cake stall/tea + coffee and raffle.

2. Discussion re points carried forward/outstanding actions. Ashley confirmed that the Parish Council are happy to sign off the Leader+ contract agreement. John has software used in last Parish Plan process but it is out of date now.

Action Points:

John to find out about more up to date version of same software package.

3. Darren opened discussion on household questionnaire. Key questions: questionnaire to be sent to whole village or sample; what format should the questionnaire take; who is going to produce the questionnaire and analyse the answers? These were discussed and the consensus of the group was as follows:

Audience: The questionnaire should be sent around the whole village so that everyone has the opportunity to give their views. Any sample would anyway need to be a large number of households in order to stand up to statistical analysis therefore we may as well survey all households.

Format/Content: The format of the last questionnaire was felt to still be relevant but with less free format fields and more ranked answers to enable us to understand people's priorities. It should not be longer than last time, preferably shorter (therefore less than 60 questions in total). The purpose is to set the agenda for the Parish Council for the next 5 years, as such we should include things that the Parish Council can themselves do or lobby other groups about but exclude basic information gathering. We should ensure that key points mentioned at the Pea Shoot consultation are included. There should be only 1 booklet per household with space for up to 6 people to give their own answers. There should still be two sections: section 1 requiring only 1 answer per household, section 2 for all occupants over the age of 11.

Who will produce questionnaire?: It was felt that a lot of work would be involved in creating the questionnaire and inputting the responses and the members of the steering group would not be able to accommodate this. Therefore the Leader+ funding should be put to good use and this work should be outsourced if possible.

Action Points:

Darren to speak to Leader+ etc to try and find someone to work on creating the questionnaire and reviewing the answers.

4. Detailed questionnaire review. The group decided to review each question in turn and reviewed the first 8 questions before the meeting time elapsed.

Action Points:

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

5. A.O.B. Provisional date for coffee morning consultation 21st October 2006.
6. Date of next meeting: **Wednesday 13th September 7.30-8.30 village hall.**