

Action Notes Parish Plan Meeting 22nd June 2006

Present	Jo Fitzpatrick Catherine Hill Darren Hill Margaret Webster Richard Webster John Wells June Wells	Apologies	Sue Bell Catherine Cornell Frances Mydatt
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1. Notes on last meeting agreed. Action points to carry forward:

Jo Fitzpatrick to send list of stakeholders to Darren

Darren to then send letter to stakeholders informing them of new Parish Plan

Darren to check software purchased for last plan could be re-used if wished

Darren to send letter to groups based in the village asking them to participate in Parish Plan process

2. Catherine outlined to the group the ideas for the consultation stand at the Pea Shoot. Further ideas were discussed including how to attract people to the stand. We need to do a short survey to know people's age, sex and whether they live in Witcham.

Action points

Catherine to do posters, survey questions and signs about next meeting and buy balloons and sweets.

3. External funding opportunities discussed. Darren had put together first draft of Leader+ grant application which was discussed by the group. Jo explained that we can apply for up to £1500 without needing to provide match funding and that we were on the agenda for the next funding meeting – the coming Friday (07/07/06). The funding will be for the consultation process and must be spent by November. All present agreed to go ahead with the grant application. If the grant is awarded spending will be monitored and a representative will attend a future meeting to discuss the funding.

Action points

Darren to make required changes to the application, check with Ashley and submit to Jo by tomorrow morning.

Darren to send Jo Witcham's last village appraisal.

4. A.O.B
Discussed using the Witcham website as an information source for minutes, agendas and dates of next meetings etc.
Discussed whether or not to set up a regular meeting date but decided against this.

Action points

John to add Parish Plan section to Witcham website showing old minutes/agendas and clearly showing date of next meeting. Needs pdf format files to add.

5. Date of next meeting: **Wednesday 19th July @ 7:30pm**