

Action Notes Parish Plan Meeting 22nd June 2006

Present Ashley Bamforth
Catherine Hill
Darren Hill
Frances Mydatt
Diane Scotting
Richard Webster
John Wells

Apologies Sue Bell
Catherine Cornell
Margaret Webster
June Wells

1. Notes on last meeting agreed. No action points to carry forward.
2. Jo Fitzpatrick, Community Development Officer from Cambridgeshire Acre gave presentation on Parish Plan process.

Key points:

- Parish plan must contain views of whole community, gained through consultation process.
- Average time taken approx 1 year, average cost £2500.
- Grant awarded of £1500 (parish to give extra 5% = £75), further grants may be available.
- Once consultation process complete, report is created (summary in What's On?) and then an action plan is put together and forwarded to all stakeholders and adopted by the Parish Council.
- Jo Fitzpatrick then presents the action plan to the Local Strategic Partnership (LSP = group of different funding bodies) and reports back to the steering group.
- 5 year plan's progress should be reviewed annually by LSP and steering group.
- Jo Fitzpatrick will give the steering group as much or as little support as we wish. Will attend all meetings and offer guidance throughout process.

Action points

Jo Fitzpatrick to provide copy of presentation to group

Jo Fitzpatrick to send list of stakeholders to Darren (e.g. Primary Care Trust, local MP, councils)

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

Sue to confirm 5% of grant due from Parish

Jo Fitzpatrick to provide group with examples of other parish plans

Jo Fitzpatrick to provide group with action plan templates

Darren & Jo to investigate further funding opportunities (e.g. Leader + grants, 50% match funding must be shown but can be cost of group's time)

Catherine to therefore keep record of group's time spent on Parish Plan activities

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

Darren to invite Jo to future meetings where appropriate

3. Darren commented on interesting points of last census in particular large percentage of young people in Witcham who are currently not represented in the steering group. Most of the attendees are concerned at the small size of the current group. Discussion on how to attract more people to help with this process.

Action points

Darren to get list from Sue of all groups in the village and send letter asking them to participate in Parish Plan process

Darren to invite new village hall chairman, Steve Ball to future meetings

All to encourage others to attend

4. Consultation ideas for 8th July, World Pea Shooting Championship. This is the major annual event for the village and an opportunity to inform people about the plan and get their views/help. Various ideas discussed for display in village hall.

Darren & Catherine to run display on 8th July and bring ideas to next meeting.

Catherine to send **June** text to go in What's On advertising next meeting and presence at Pea Shoot.

5. A.O.B

Action notes of last meetings and agendas for next meeting to be circulated to all in advance of meetings. Email addresses/addresses given to Catherine.

All to give Catherine email addresses where possible.

Catherine to ensure Sue is always sent action notes for Parish records.

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