

MINUTES OF THE PARISH PLAN STEERING COMMITTEE MEETING – 7 NOVEMBER 2012

Present:

Anthony D'Arcy-Irvine
Adrian Orr
Tanya Becker
Steve Becker

Apologies:

Gill Gould
Terry Mundy

	<u>ACTIONS</u>
<p><u>ITEM 1: Minutes of Last Meeting</u></p> <p>Previous minutes all OK. Chairman apologised for the fact there was no agenda for this meeting.</p>	
<p><u>ITEM 2: Questionnaire</u></p> <p>Feedback received (by email and verbal), following circulation of the 2nd draft of the questionnaire to various village committees, was reviewed by the committee and incorporated into the 3rd draft wherever feasible and appropriate. Steve would put the finishing touches to the document and email out to all committee members for final approval.</p> <p>A summary of all the feedback received is at: https://skydrive.live.com/?cid=F1ACE21F02F5A9D9&id=F1ACE21F02F5A9D9%21167#cid=F1ACE21F02F5A9D9&id=F1ACE21F02F5A9D9%21172</p> <p>It was agreed that the 8-sided A4 questionnaire would be inserted into the December newsletter together with an envelope to ensure anonymity. Basic instructions for completion and disposal would be printed on the front of the document, however there would also be a cross-reference to further information which would appear on page 3 of the newsletter. Tanya had already established that the cost of printing 400 copies of the questionnaire would be £110 – however 350 copies should be ample.</p> <p>It was also agreed that there would be a doorstep collection of questionnaires as this would preserve anonymity whilst improving the return rate, and would allow collectors to issue a free raffle ticket to all households putting in a return. A list of areas of responsibility is at Annex A (a full list of addresses to follow).</p> <p>Tanya would get some 'Parish Plan' badges made up for the collectors, buy some envelopes, raffle tickets and a suitable raffle prize. Residents would be instructed to have their questionnaires ready for collection from 14 Dec. The details of the collection process would be resolved at the next committee meeting on Tues 11 Dec</p> <p>Afternote: Raffle prize will be a £25 Marks & Spencer voucher.</p>	<p>Steve All</p> <p>Steve Tanya</p> <p>Steve Tanya</p>
<p><u>ITEM 3: SkyDrive</u></p> <p>A couple of committee members were still having difficulty accessing documents on the SkyDrive as they didn't have Office 2007. Steve would in future ensure that all documents were either .pdf format or Office 2003.</p> <p>Steve also advised that he had moved the Parish Plan documents out of the public domain to another folder where selective public access could be better managed. All steering</p>	<p>Steve</p>

	<u>ACTIONS</u>
<p>committee members should have access to everything – if this wasn't the case, to let him know.</p> <p>Parish Plan root folder is now at: https://skydrive.live.com/?cid=F1ACE21F02F5A9D9&id=F1ACE21F02F5A9D9%21167#cid=F1ACE21F02F5A9D9&id=F1ACE21F02F5A9D9%21167</p>	
<p><u>ITEM 4: Committee Appointments</u></p> <p>Draft job descriptions still needed to be drawn up.</p>	Terry
<p><u>ITEM 5: Suggestions For new Committee Members</u></p> <p>There were no more candidates at present. Nothing further had been heard from Mike and Pam Germany.</p>	
<p><u>ITEM 6: Parish Plan Lead Authors</u></p> <p>The following lead authors still needed to be ratified:</p> <ul style="list-style-type: none"> History – Anthony (nominated but not yet agreed) Demographics – Anthony (nominated but not yet agreed) Business & Commerce – Steve had nominated Richard Pettit, however this was based on a mistaken notion that he had volunteered for this activity – he actually volunteered for something different. Need to find someone else. <p>Steve had contacted Bridget Holden regarding the parish map however she felt that she was unable to take this on. Steve Mitchell (Coombe Lane) had provisionally agreed – Steve would advise progress at the next meeting.</p>	<p>Anthony</p> <p>Anthony</p> <p>Steve</p> <p>Steve</p>
<p><u>ITEM 7: Consultation</u></p> <p>A list of stakeholders had been drawn up at the previous meeting, many of which had already been consulted on the content of the questionnaire. There had been no additions to this list in the meantime.</p> <p>A second round of consultation would be planned at the next meeting so that each stakeholder would have the opportunity to discuss with the steering committee the results of the questionnaire.</p>	All
<p><u>ITEM 8: Project Plan</u></p> <p>Gill reported by phone that she had been working on the project plan. As she was unable to attend this time, this item would be addressed at the next meeting.</p>	Gill
<p><u>ITEM 9: AOB:</u></p> <p>A number of recipients of the draft questionnaire had questioned why we were asking a lot of fairly low-level questions instead of simply asking people to vote on the issues affecting the parish. There were several reasons for this:</p> <ul style="list-style-type: none"> Firstly it was not the committee's job to determine what issues should be voted on until the community itself had identified those issues. It was essential for the credibility of the process that the steering committee were seen to be neutral, and not in pursuit of their own 'agendas'. Experience had also taught that simply asking the community to identify issues did 	

	<u>ACTIONS</u>
<p>not elicit a particularly wide-ranging response.</p> <ul style="list-style-type: none"> • Hence the function of the first questionnaire was to ask simple questions, such that in the process of answering them respondents would might be prompted to think of issues related to these questions, and then add them to one of the several comments boxes. • The answer to these questions was also particularly important insofar as the data would supply the statistical 'ammunition' needed to support business cases which would inevitably be required when applying for funds for projects arising from the parish plan. • The function of the second (much shorter) questionnaire, probably around Easter 2013, would be advise the community what issues they had identified and determine the level of support available to see them though. 	
<p><u>Date of Next Meeting:</u></p> <p>Tuesday 11th December @ 12 Coombe Lane.</p>	

ANNEX A – QUESTIONNAIRE COLLECTION PLAN

This is the provisional list of who is to collect the questionnaires from which areas.

Area	Houses	Total	Collector
Coombe	14	39	Tanya
Coombe Lane	25		
East Chisenbury	47	47	Adrian
Enford Hill	12	39	Gill
Littlecott	13		
New Buildings	14		
Field View	8	91	Steve
Grants Road	33		
Paddock Close	21		
Palmerston Meadow	12		
Water Lane	17		
Long Street	28	34	Anthony
Enford	6		
Fifield	8	34	Terry
Enford Farm Road	4		
Newtown	4		
Enford Farm	2		
West Chisenbury	9		
Compton	7		

TOTAL	284	284
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