

Minutes of Parish Plan Steering Committee Meeting – 11th December 2012

Present:

Steve Becker
 Tanya Becker
 Adrian Orr
 Anthony D'arcy-Irvine
 Terry Mundy

Apologies:

Gill Gould

	Actions
<p>Item 1: Minutes of Last Meeting</p> <p>Minutes of meeting dated 7th November accepted Outstanding actions: Draft job descriptions to be drafted as defined in the 'Parish and Community Planning Toolkit'</p>	Terry
<p>Item 2: Questionnaire collection arrangements</p> <p>Collections areas were assigned, spare questionnaires, raffle tickets and collector identification badges issued. It was agreed that the collection of the distributed Parish Plan Questionnaires should commence after the 14th December and be completed by Xmas and that Householders should be called upon for the completed questionnaires no more than twice.</p>	All
<p>Item 3: Questionnaire Data Entry</p> <p>It was agreed that the most expedient method of data from the completed questionnaires would be to use Steve's machine and to that end the collected questionnaires should be delivered to Steve's after Xmas/early New Year and support provided by each of the collectors in respect of data entry.</p>	All
<p>Item 4: Questionnaire Data Analysis</p> <p>Target completion for data entry was identified as early New Year and following which 6 weeks would be assigned to data</p>	All

analysis with completion by end of February	
<p>Item 5: Post Analysis Consultation</p> <p>Upon completion of the analysis, the output should be presented to the relevant governance bodies – target the end of February, with a view to gaining feed back early April</p>	All
<p>Item 6: Project Plan</p> <p>Following receipt of feedback from the Parish Council and other relevant bodies, the Parish Action Plan will be drafted with a target of early June with the aim of holding a public meeting in July in order to gain a mandate for the plan. A second questionnaire seeking to identify those within the community who may be prepared to volunteer to support the implementation of the plan may be issued in August. The first draft of the Parish Plan will be scheduled for issue during September</p>	All
<p>Item 7: Suggestions for new Committee members</p> <p>None forthcoming but Committee members were urged to consider potential nominees over the Xmas period</p>	All
<p>Date of next meeting</p> <p>Wednesday 16th January @12 Coombe Lane</p>	