

NORTH ELMHAM COMMUNITY PLANNING GROUP

Minutes of the tenth meeting held in the Sports Pavilion on Wednesday 14th October 2009 at 7.30 pm

Present: Peter Wade-Martins (PWM)
Nicholas Varnon (NV)
Mike Wyatt (MWy)
Martin Phillips (MP)
Meg White (MW)
Linda Richmond (LR)
Martin Sullivan (MS)
Ivan Ball (IB)
Sue Ball (SB)

Parish Councillors present: Caroline Payne (CP)

Apologies: Martin Budgett (MB), resigned with immediate effect.
Alan MacKim (AM)
Peter Smith (PS)

Action

1. Matters arising

- i) The minutes of the 9th September 2009 meeting were approved.
- ii) There were no matters arising.

2. Website update

The site is ticking over at a steady rate, averaging about 18-20 visitors per day. This gives approximately 400 visitors per month and the group felt this was very reasonable. Visits increase during an event such as the Elmham Festival.

3. Parish Council update

LR had attended the last Parish Council meeting and provided the usual summary of the last CPG meeting to the Councillors.

4. Questionnaire update: reports from subgroups

Work on developing questions has continued and progress for each group was as follows:

Transport – MW & MS – the questions are ready to be e-mailed to NV for review

Traffic – NV & MB – these are complete

Village facilities/amenities – LR & PWM – these are complete, although it was agreed to contact groups/organisations who would have an interest in this area to show the questions to them for comment

Housing – MP & AM – these have been e-mailed to NV for review

Services (Law & order, education and childcare, communication, utilities) – IB & SB – complete, with the exception of child education/childcare which required wider input. It was agreed to contact Becky Clayton to ask if she would be willing to help with this area of questions.

It was also agreed to contact groups such as Beavers, Scouts for their thoughts.

MW

PWM/LR

Environmental issues – PWM & LR – complete, although it was intended to contact other groups/organisations with an interest in this topic for their views.
Our community business and economy – MP – have been e-mailed to NV
Local democracy: expressing community opinions – AM - complete
Communication: exchanging news and views – MB – NV will contact MB to check current position.

PWM/LR

MWy reminded the group that we had previously discussed the possibility of having junior questionnaires for children to complete. It was agreed that MWy will re-circulate previous information and trial junior surveys to the group for further consideration at the next meeting. NV suggested that the school could be involved with helping children to complete the surveys at the appropriate time and will approach the school to identify a governor or teacher willing to review the questions once drafted.

MWy

NV

5. Fundraising and budget update

LR reported that no expenditure has been incurred since the last meeting. The Awards for All grant application has been completed and is ready for review by PS who had offered to read it through before submission. Following this CP will check the final copy on behalf of the Parish Council before the application is submitted.

PS/CP/LR

A previous grant application to BT for computer equipment had been unsuccessful, but it was now possible to submit the application again. MWy will review the previous application to identify any improvements before it is re-submitted.

MWy

6. Project timetable

Discussion took place about the overall timetable for completion of the project. The following target milestones were agreed by the group:

- End November: First draft of questionnaire to be completed if possible.
- End January: aim to have met with all groups/organisations in the village to show the first draft of the questionnaire. Responsibility for contacting various groups will be allocated at the next meeting from the list already held.
- February/March: questionnaire to be finalised.
- May: questionnaire distribution.

It was recognised that it would be useful to have other volunteers who may be willing to assist with delivery and collection of the questionnaire in May 2010. Requests for this short-term assistance will be explored with groups/organisations when the first draft of the questionnaire is shown to them.

7. Any other business

None.

Date and Time of Next Meetings:

Monday 16th November at 7.30pm in the Pavilion.

Wednesday 9th December at 7.30pm in the Pavilion.

Wednesday 13th January at 7.30pm in the Pavilion.