

NORTH ELMHAM
COMMUNITY PLANNING GROUP

**Minutes of the eleventh meeting held in the Sports Pavilion
on Wednesday 16th November 2009 at 7.30 pm**

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

Parish Councillors present: Norman Lowe (NL)
Jimmy Brown (JB)

Apologies: Martin Phillips (MP)
Peter Smith (PS)
Caroline Payne (CP)

1. Matters arising

i) The minutes of the 14th October 2009 meeting were approved.

ii) PWM will submit a report for inclusion in the January Elmham News on the first anniversary of the Group, to review progress so far and provide a detailed timetable for the significant steps in the second year.

Action

PWM

2. Website update

Usage continues at a steady pace with typically 500 visits from 400 visitors per month. MWy writes reports and posts pictures on events he knows about. Additional contributors are reluctant to come forward.

3. Parish Council update

LR's monthly update to the Council produced no specific enquiries; she is in the course of confirming with the Clerk the accuracy of his records regarding the funds held by the PC on behalf of the Group.

LR to e-mail Clerk

4. Questionnaire:

i) Progress to date and ways forward.

NV was congratulated on the quality of the moderated questions he had submitted and for completing the task well ahead of the deadline he was set. PWM and SB had met with the intention of maintaining that momentum by beginning to place the topics into an overall sequence and study the implications on layout. PWM explained that building the complete document was a process of continual refinement and therefore some individual questions would receive some amendment in order to fit the context better. This compilation would be best undertaken by a small Questionnaire Sub-Group.

By way of example and to stimulate debate, Group members were shown the

latest version of questions for three topics (those from the Parochial Church Council; 'Your local community'; and 'Community Business and Economy').

A wide variety of matters prompted a lively and detailed debate covering numerous points which included:

- The need to be mindful of having a disproportionate number of questions on religion generally; whether to include faiths other than C of E; AM doubted the necessity of QQ1-3; NL felt Q6 was key and there was general agreement on that.
- MWy spoke in favour of offering a 'Don't Know' option for most questions and for having as many questions as possible with a Yes/No answer.
- Discussion centred on what should be the ideal overall number of questions; the need to strike a balance between making it too many for most to cope with and using this one opportunity to the full in discovering the information that we decide is important. Consensus was to aim for 60-80 questions and to concentrate on those that will provide valuable pointers for the future.
- MS was keen to ensure that we established how respondents feel about 'community spirit'. NL suggested we explore how different organisations could pull together in a common cause. JB proposed that relative newcomers be asked about successful initiatives they had experienced elsewhere that could make a positive contribution here.

NV to ensure those issues that had arisen out of the Elmham News consultation were covered by the questions he had submitted previously.

NV

It was accepted that the Questionnaire Sub-Group would be chaired by PWM supported by SB and IB. If possible, they would circulate a first draft of the complete document with the Agenda for the next meeting.

PWM/SB/
IB

It has been agreed in principle at the Primary School for them to facilitate a separate survey which would enable every pupil to participate in the exercise; the current liaison will continue.

NV

In due course, we shall explore the possibility of drafting a shortened version of the 'adult' questionnaire modified specifically for teenagers.

MWY

ii) Timetable ahead

- December meeting will discuss the first draft of the complete 'adult' questionnaire (or so far as it is available). We shall also identify which organisations we should aim to consult with.
- During January and February, meet with those organisations wherever possible.
- In March, we take those consultations into account in compiling the final questionnaire(s).

5. Fundraising and budget update

The 'Awards for All' application has been returned by the Rural Community Council with their guidance on how to improve its clarity. PWM advised it was essential to distinguish which of the Parish Council's funds relate directly to this Project. MW agreed to help LR with the re-draft.

LR/MW

6. Any other business

Group members had been asked if they could suggest names of suitable people to join the Group and for the Chair or Secretary to approach them, with a view to enabling us to deal more easily with the increasing workload and better

represent the extremities of the Parish. Unfortunately, no ideas were forthcoming at this stage. So, it was agreed that PWM and SB should approach, on an informal basis, people they felt could contribute. **PWM/SB**

Date and Time of Next Meetings:

IMPORTANT: the date of the next meeting has been revised to Wednesday 17th December at 7.30pm in the Pavilion.

Wednesday 13th January at 7.30pm in the Pavilion.