

NORTH ELMHAM COMMUNITY PLANNING GROUP

Minutes of the sixth meeting held in the Sports Pavilion on Wednesday 17th June 2009 at 7.30 pm

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

Parish Councillors present: Caroline Payne (CP)
Norman Lowe (NL)

Apologies: Martin Phillips (MP)
Martin Budgett (MB)

Action

1. Matters arising

i) The minutes of the 20th May 2009 meeting were approved.

ii) Information Commissioners

IB had made an enquiry and the response received was that providing the data did not identify a personal subject there was no requirement to register under the Data Protection Act.

iii) The Awards for All grant application will be made through the Parish Council once the new clerk has been appointed and is in post. CP offered to assist LR with completion of the application form.

LR

2. Timescale

It was unanimously agreed that in future the NECPG members would have 3 days to advise of any amendments to the draft minutes before they are taken as approved and circulated to Parish Councillors. LR will require a hard copy of the draft minutes for approval to meet that shortened timetable.

SB

After formal approval of the minutes at the next month's meeting a copy will be placed in the Post Office and on the website. Earlier minutes will also be placed on the website.

MWy

3. Website update

The website has now been live for eleven weeks. There have been 2000 visits with an average of almost 4 visits per user, and an average time of 14½ minutes per visit. PS is encouraging other villages to look at the website as a good example of what can be achieved. PWM thanked Mike Wyatt for his hard work on the website.

4. Parish Council update

LR sought clarification from CP regarding timescales for the submission of invoices for payment to the Parish Council. It was agreed that LR needs any

invoices to be with her 1 week before the date of the next Parish Council meeting. These will then be sent to the Parish Council Clerk so that they can be listed for payment for the Parish Council meeting.

CP explained that the document requested from the Parish Council 'Standing orders for financial transactions' was a lengthy paper file and much would not be relevant for the NECPG. In response, PWM asked CP to establish the Parish Council's threshold for obtaining competitive quotes so that the NECPG can apply the same threshold to any significant expenditure, e.g. for printing costs.

CP

It was also suggested that a petty cash float of £50 could be requested from the funds held by the Parish Council. LR would maintain this and small items of expenditure could be claimed direct from her, backed up with appropriate receipts or invoices. CP would put this to the Parish Council for discussion.

CP

5. Update on Consultation letters

Letters to businesses and organisations in the village have been posted today. In the general letter which will be included in Elmham News (for North Elmham distribution only) it was agreed to include reference to 'Response boxes' which would be placed in a variety of locations around the village: Shop, Post Office, Surgery, Church, both pubs, as well as the School and Institute over the Elmham Festival Weekend in August. The boxes will be clearly labelled and show the NECPG logo. Permission will be sought from all locations for the boxes to be placed. (Consider asking Breckland Council for the loan of ballot boxes).

MW

All boxes will remain in place until the end of August. The letters will also ask recipients to use the reverse of letter to record their responses. To prompt the thought processes it was agreed to list the following prompts on the reverse of the letter, with space below for the response:

- Housing needs
- Transport availability
- Traffic movement and parking
- Leisure facilities
- Law and order. Education and childcare. Communication. Utilities (water, electricity etc.)
- Environmental issues
- Our community business and economy
- Local democracy: expressing community opinions
- Communication: exchanging news and views
- Any other issues.

NV will talk to the Headmaster of the primary school about involving the schoolchildren in the consultation process.

NV

The Parish Council would like to see the draft questionnaire when it is compiled and will feed in comment at that stage. Breckland Council could also be asked to comment on the draft questionnaire at that time.

PWM

6. Drafting of questionnaire content

Discussion took place over the best way of formulating questions. MWy had worked on some draft questions under each subject area and would circulate the document as a starting point. It was agreed to split the subject areas between group members and work on them in pairs to draft questions. These

MWY

can be reviewed as input is received from the community. Five subject areas were chosen to be worked on in pairs:

Transport – MW & MS

Traffic – NV & MB

Village facilities/amenities – LR & PWM

Housing – MP & Alan Mackim

Services (Law & order, education and childcare, communication, utilities) – IB & SB

The remaining subject areas will be allocated at future meetings.

7. Fundraising update

RCC grant – we have been advised that the grant has been approved but funds have not yet been received. PS will follow this up.

PS

Breckland £ for £ - a letter had been received requesting further information on the budget. A response to be sent providing the information requested (PS to be copied in).

LR/SB

Grass Roots – the application has been completed and will be submitted.

LR

Awards for All – this application to be made by the Parish Council on behalf of the NECPG. It was agreed this could be carried out by the new Parish Council Clerk once in post. LR & CP will meet to discuss the application in the meantime.

LR/CP

8. Budget update

LR listed recent expenditure which had been minimal and related to the mailing of consultation letters.

9. Any other business

None

Date and Time of Next Meetings:

Wednesday 22nd July 2009 at 7.30pm in the Pavilion.

Monday 17th August 2009 at 7.30pm in the Pavilion.

Wednesday 9th September at 7.30pm in the Pavilion.

Post meeting note:

Item 6: It would help if each pair could e-mail their list of draft questions to SB at least three days before the next meeting so that they can be distributed with the next agenda.

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