

NORTH ELMHAM COMMUNITY PLANNING GROUP

Minutes of the seventh meeting held in the Sports Pavilion on Wednesday 22nd July 2009 at 7.30 pm

Present: Peter Wade-Martins (PWM)
Martin Sullivan (MS)
Nicholas Varnon (NV)
Mike Wyatt (MWy)
Linda Richmond (LR)
Peter Smith (PS)
Martin Phillips (MP)
Martin Budgett (MB)
Alan MacKim (AM)
Ivan Ball (IB)
Sue Ball (SB)

Parish Councillors present: Anne Ketteringham (AK)
Jimmy Brown (JB)

Apologies: Meg White (MW)
Caroline Payne (CP)

Action

1. Matters arising

- i) The minutes of the 17th June 2009 meeting were approved.
- ii) There were no matters arising.

2. Website update

There have been 2688 visits from 891 users. Average time per user of 12 ¼ minutes looking at the site, and an average of 8 pages viewed per visit. MWy confirmed that although there had been a few visits from overseas users, the majority of users were likely to be local to the North Elmham area. The most popular sections of the website were Tracks and The Railway (pub). Arrangements have been made to have a computer with broadband connection available in the school over the Festival weekend so that the website can be shown.

3. Parish Council update

A new Parish Council Clerk, Kevin Webb has been appointed and will attend the August Parish Council meeting.

LR & CP have agreed to progress the Awards for All grant application in August.

4. Vital Villages Workshop

Details had been received from the Norfolk Rural Community Council of a workshop being held in the Netherlands 13th-18th October centred on Community Led Planning. Accommodation and meals are free and travel costs would be reimbursed up to 300 euros. PWM has further information if any of the group would like to attend. The application deadline is 1st August to register interest.

5. Update on Consultation letters

Approximately 70 letters to businesses and organisations in the village have been sent out. A letter has also been included for every household with the July Elmham News. Deadline for responses to be received is the end of August, 3 responses have been received so far.

Discussion took place about how to encourage responses and it was agreed that the Elmham Festival should be used to promote the Community Plan and further explain its purpose to the community. NV was happy that a gazebo should be placed in the churchyard on the Saturday and Sunday of the Festival weekend and staffed on a rota basis. The school would also be used as an information point for the community plan and those staffing the gazebo would encourage people to go to the school to look at a display on the community plan, including other examples of plans and a short 2-3 minute graphics and text PowerPoint presentation. MB offered to supply a data projector if required. NV will write a script for the text and MWy will take photos to use as images.

**NV &
MWy**

The following agreed to participate in the rota between 12pm and 4pm on those days: MP, MS, MB, LR, PWM, MWy, AM, PS. PWM agreed to organise the rota.

PWM

SB suggested that another way of increasing awareness of the Community Plan process could be to contact clubs and societies and offer to make a presentation to their group.

NV had spoken to the primary school about involving the schoolchildren in the consultation process, however they did not feel confident about compiling questions so did not wish to be involved at this stage.

6. Draft questions for questionnaire

The five sub-groups have worked on the subjects allocated at the last meeting; the questions are at various stages and need to be collated. NV spoke about the need to ensure that questions are phrased in a neutral way so that the writer does not lead the respondent in any way with their answer. NV agreed to collate the questions, suggest wording for each, and divide into logical groups liaising with MWy over the overall questionnaire framework.

NV

MWy

The remaining subject areas were allocated as follows:

Environmental issues – PWM & LR

Our community business and economy - MP

Local democracy: expressing community opinions – AM

Communication: exchanging news and views – MB

Questions on these areas to be sent to NV by the next meeting (17th August).

All

7. Fundraising and budget update

£2,500 has been approved in grant funding to date. The Parish Council has agreed to allocate a £50 petty cash float which can be accessed at Parish Council meetings to reimburse small items of expenditure.

The application for £500 to the Grass Roots Foundation has been submitted and we are awaiting a response.

Awards for All – this application for £1500 will now be made by the Parish Council on behalf of the NECPG.

LR/CP

8. Any other business

None

Date and Time of Next Meetings:

Monday 17th August at 7.30pm in the Pavilion.

Wednesday 9th September at 7.30pm in the Pavilion.

Wednesday 14th October at 7.30pm in the Pavilion.