

NORTH ELMHAM COMMUNITY PLANNING GROUP

Minutes of the third meeting held in the Sports Pavilion on Wednesday 11th March 2009 at 7.30 pm

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

Apologies: Martin Phillips (MP)
Richard Sewell (RS)

Action

1. Matters arising

- i) The minutes of the 12th February 2009 meeting were approved.
- ii) A new e-mail distribution list of group members had been prepared and was circulated for use.
- iii) Other matters:
The list of clubs and committees had not been included in the March Elmham News due to a lack of space. It will be included in the April Elmham News and also added to the website.

MS/MW

A file containing meeting minutes of the group had been prepared to be placed in the Post Office. Permission will be sought from Jeremy Steers to do this.

MWY

2. Website subgroup update

i) Ownership of the website and ii) Finance from advertising
Elmham News has offered £500 towards set-up costs and offered to take on the ownership of the website with responsibility for ongoing finance and content. The NECPG agreed this should go ahead. The purpose of the NECPG is to explore ideas and find a way of taking them forward within the community in the longer-term by involving others. The new website is a good example of this in practice.

iii) Protocols
Editorial control will be provided by the Elmham News Editorial Committee. These people will be trained on approving and uploading material submitted for the web. Content for upload will need to be checked on a daily basis.

MWY

A disclaimer will be used on the site in the same way as currently used by Elmham News.

A clear statement also needs to be prepared for photographic content, in

MS/MB

particular in relation to images of minors. Photographs of children under 16 will not be displayed without parental consent. Responsibility for obtaining and holding parental consent is that of the club/society who wish to display the photograph on the website and not that of Elmham News. The statement must make this very clear.

A written agreement between Elmham News and NECPG is not required. These minutes evidence that such an agreement exists.

iv) Post Office & Coffee Shop involvement

MWy confirmed that the Post Office are happy to have a computer for general public use, however it would be necessary for NECPG to fund installation of the broadband line. Funding is potentially available through a BT grant scheme due to be launched on 17 March for the hardware costs. Further information to be obtained and an application submitted. If the grant is successful the NECPG is happy to take ongoing responsibility for both the broadband line and computer equipment.

IB/LR

3. Update from Parish Council meeting

The Parish Council minutes confirmed that financial transactions needed to be in the name of the Parish Council. It was noted however that, contrary to the Parish Council minutes, grant funding applications must be made in the name of NECPG.

4. Fundraising update/applications

Quotes had now been obtained for printing costs and the next application to the Rural Community Council for £1,000 can be submitted. This will be followed by an application to Breckland for £ for £ matched funding which will require a budget to be submitted with the application. MWy had prepared a draft budget handout. A budget subgroup will meet before the next meeting to compile all budget information.

IB

**IB/LR/
MWy/
SB**

The costs for questionnaires will depend on how many are completed electronically. This question could be asked during the consultation phase to establish a guide to the number of printed questionnaires required.

5. Local Area Partnership

PS had obtained an information pack but it was unclear how NECPG could involve the LAP in the process. It was agreed not to explore further at this stage.

6. The Consultation Process

PS provided handouts suggesting a wide variety of consultation methods, but stressed that the wider community involvement the better, particularly so that the survey process can involve as many as possible with distribution and collection of questionnaires. MWy had worked on possible groups of questions, based on the Marham questionnaire, to be included in a survey; MWy will e-mail a link to this survey to the group for consideration. The group to consider consultation handouts and survey questions for further discussion at the April meeting.

MWy

ALL

Date and Time of Next Meetings:

Wednesday 15th April 2009 at 7.30pm in the Pavilion.

Monday 18th May 2009 at 7.30pm in the Pavilion.