

NORTH ELMHAM COMMUNITY PLANNING GROUP

Minutes of the fifth meeting held in the Sports Pavilion on Wednesday 20th May 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)
Martin Phillips (MP)
Alan Mackim (AM)
Ivan Ball (IB)
Sue Ball (SB)

Apologies: Peter Smith (PS)
Martin Budgett (MB)

Action

1. Matters arising

i) The minutes of the 15th April 2009 meeting were approved.

ii) Website update

MWy reported that the website has been running for 51 days. Average time spent looking is 17 minutes which shows it is retaining the interest of those viewing. An average of 10 pages per visit are being viewed. The front page is changed every 2 or 3 days so the content remains interesting and up to date. Most content is currently being added by MWy. Other users need to be encouraged to register as that allows access to areas where they can also post content to be added and use forums.

Elmham News has received the letter sent by SB. Income from advertising is currently at the same level as before; the web advertising is providing added value which it is hoped will encourage advertising and use of the website.

2. Parish Council update

Four Parish Councillors were in attendance at the meeting. The Chair of the Parish Council had sent her apologies but hoped to be able to attend the June meeting. PWM welcomed the councillors warmly and said that the NECPG was very pleased they were able to attend.

SB had requested a copy of the Parish Council standing orders for financial transactions from the Clerk to the Council but had not received a reply. PWM asked the Vice Chair of the Parish Council if this could be followed up as the NECPG are keen to ensure that the group complies with the requirements of the Parish Council in respect of financial transactions.

3. Update on Consultation Letters

Quotes had been obtained for letter head paper. There was nearly a £100 difference between the quotes. MW will request a quote from Shipdham Press who print the Elmham News. It was agreed that MW would order the letter head paper provided that the price is similar to the existing lower quote. The paper to be delivered to MS.

MP

<p>MS to write letters to the 76 organisations and businesses in the village asking them to contact the NECPG with questions they would like included in the survey questionnaire.</p>	<p>MS</p>
<p>Responses to be sent to the necpg@northelmhamvillage.org.uk address. An auto-response would be set up on this e-mail address to acknowledge contributions.</p>	<p>SB</p>
<p>Discussion took place about the best way of compiling survey questions. It was agreed that the deadline for responses would be end of August as this would also facilitate consultation at the Elmham Festival weekend. The Vice-Chair of the Parish Council confirmed that the Parish Council's preference was for a longer rather than a shorter timescale to be used which would allow a comprehensive questionnaire to be formulated.</p>	
<p>It was agreed that a general letter (printed on headed paper) would be included in the July Elmham News, followed by a reminder in August. It was suggested to explore having reply boxes in the village shop, Post Office, Surgery, Church (and also the School over the Festival weekend) so that personal input on questions could be obtained from individuals.</p>	<p>PWM/ MW</p>
<p>A copy of the general letter to also be placed on the website.</p>	<p>MWY</p>
<p>This process would allow wider views of the community to be collected before the formation of questions for the actual questionnaire is considered.</p>	
<p>The view expressed by the Parish Councillors present (Colin Smith, Colin Groom, Anne Ketteringham, Norman Lowe) was that they are very happy to support the Community Plan as the requirement for individual consultation was now clearly being addressed.</p>	
<p>4. Fundraising update</p>	
<p>i) Applications</p>	
<p>LR advised that the RCC grant for £1,000 has been approved. LR to contact the Clerk to Parish Council to advise him to expect these funds.</p>	<p>LR</p>
<p>It was agreed that the applications to BT, the Norfolk Community Foundation and Breckland £ for £ should all now be submitted. Awards for All can only be applied for by an organisation with its own bank account. The Parish Council could be asked to make this application on behalf of the NECPG. PWM to propose this at the next Parish Council meeting.</p>	<p>LR</p>
<p>LR raised the issue of deadlines for funding to be used before expiry of the grant. LR will monitor and advise the Chairman if this becomes critical as work of the group progresses.</p>	<p>LR</p>
<p>ii) Constitution</p>	
<p>It was agreed that as the NECPG is not a sub-committee of the Parish Council it does not need to incorporate the Parish Council standing orders for financial transactions into the NECPG constitution.</p>	
<p>5. Budget</p>	
<p>The budget was approved unanimously subject to inclusion of the £250 grant from the Parish Council.</p>	<p>SB</p>

6. The Swanton Morley Village Appraisal

Roger Atterwill from Swanton Morley Parish Council talked about his experience of a Village Appraisal and the process which had been followed in Swanton Morley.

- A small group formed to ask views about village life. Although some projects had been undertaken, e.g. the new village hall, views that were expressed from villagers included that the village had stagnated, and that there was poor provision for children.
- A mechanism was needed to take these issues forward, and also generate funds to carry out projects.
- The purpose of the process was to evidence the needs of the village and also use the information obtained to support applications for grant funding.
- Swanton Morley devised their questionnaire and delivered it to households in the Spring. Volunteers delivered the questionnaire and the same volunteer called at each house to collect it two weeks later. The questionnaires are anonymous.
- Within the questionnaire a request was made for volunteers to help with projects which came out of the appraisal process. These people were contacted after the results had been collated and their volunteer help was used to help make some of the projects identified a reality, e.g. play equipment for children.
- After the results were analysed a Village Action Plan was created which was sent to all households and other interested parties, e.g. Breckland Council.
- Finally a public meeting was held to allow discussion of the results and a suggestion box was provided for comments on the process.
- The appraisal is a powerful document for the Parish Council as it helps decide priorities for the village for the future.

It was agreed that the Information Commissioners Office should be contacted to confirm the position regarding Data Protection and storage of the completed questionnaires and analysis.

IB

PWM thanked Roger Atterwill for attending this meeting and the April meeting and sharing his experience with the group.

Date and Time of Next Meetings:

Wednesday 17th June 2009 at 7.30pm in the Pavilion.

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

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