

NORTH ELMHAM COMMUNITY PLANNING GROUP

Minutes of the eighth meeting held in the Sports Pavilion on Monday 17th August 2009 at 7.30 pm

Present: Peter Wade-Martins (PWM)
Nicholas Varnon (NV)
Mike Wyatt (MWy)
Peter Smith (PS)
Martin Phillips (MP)
Martin Budgett (MB)
Alan MacKim (AM)
Meg White (MW)
Ivan Ball (IB)
Sue Ball (SB)

Apologies: Linda Richmond (LR)
Martin Sullivan (MS)

Action

1. Matters arising

- i) The minutes of the 22nd July 2009 meeting were approved.
- ii) There were no matters arising.

2. Website update

Website statistics showed use much the same as in previous months. The viewing figures were slightly lower than last month but this was attributed to people being away on holiday during the summer. The group felt that the Elmham Festival will help generate further interest in the website.

3. Parish Council update

PWM reported that LR attends PC meetings each month and provides a monthly update to the PC which is well received. No issues or questions were raised at the last PC meeting and the relationship between the PC and NECPG is now very good.

4. Questionnaire

- i) Draft questions: subgroups report
Questions for the following categories had been compiled and sent to NV for collation:
Environmental issues (PWM & LR)
Local democracy: expressing community opinions (AM)
Exchanging news and views (MB)

Questions for the category: Our community business and economy (MP) are outstanding and will be completed by the September meeting.

MP

- ii) Draft questions update

NV proposed holding mini-meetings with each individual or pair who had compiled questions, to enable further discussion of the questions. Each person/pair to contact NV with three possible dates to meet and NV will confirm which date is best.

All

Discussion continued on the questionnaire in general and how the completed questionnaires would be processed. It was agreed to allow for funding to cover the possibility of paying for assistance to input results to the database. The Awards for All grant application will be increased to £2000 to allow £500 for this purpose.

LR

5. Elmham Festival

i) Rota

Many of the group are already heavily involved with the Elmham Festival over the August Bank Holiday weekend. It was considered therefore that it would not be possible to put together a rota to staff a stand for the NECPG at the Festival. Instead it was agreed that the Powerpoint display prepared by MWy would be displayed both in the School and also in the Church, providing space could be found. MB can provide a computer, data projector, screen and speakers for the Church presentation.

MB

MW will ask the Festival Committee if there is room for a Powerpoint presentation to run in the Church across the Festival weekend.

MW

PS had also prepared some ideas suitable for use on display boards. It was agreed that these could be retained for use in the future to publicise the questionnaire. This will be discussed further at the next meeting.

ii) Powerpoint presentation

MWy demonstrated the Powerpoint presentation he has been working based on the initial text provided by NV. MB will also provide a data projector, screen and speakers for use in the School.

MB

MWy and MW will look at the School Hall and work out the best position for the Powerpoint presentation in relation to the Memorabilia display which will also be located there. The presentation will be played automatically on a loop with a few minutes break between each screening. PWM suggested that if possible an understanding of the concept of "community" should be added, to include recognition that we are a part of an evolving tradition going back many generations, all of whom have played a part in creating what we have now. The group expressed their thanks to MWy and NV for their hard work on the presentation.

**MWy/
MW**

MWy will try to organise a rota, including some of the local children, to demonstrate the village website which will be displayed on one of the school computers. There will also be forms available for people to leave their e-mail addresses to register as a user of the website which allows access to more facilities on the site.

MWy

SB suggested a flyer to hand out to people as they arrive on the car park, encouraging them to visit the School to see the memorabilia exhibition and also view the new village website. These will be produced as 4 flyers per side of A4.

**MW/
MWy**

6. Fundraising and budget update

LR had produced an update of budget applications and expenditure. This showed that all grant funding had been confirmed, with the exception of the Awards for All application which was still to be submitted. The only decline had been from BT in respect of computer equipment. It was noted that the £250 agreed by the PC needed to be included in the funding update.

LR

PWM wished that thanks were minuted for the hard work by LR in completing

the various grant applications.

7. Any other business

MWY asked that group members try to contribute to the website where possible. It was agreed that it would be useful to have an update on progress of the NECPG each month on the website, as well as the minutes of the meeting. As an initial contribution each group member was tasked with writing three lines about themselves which will be added to the website. This will assist with members of the NECPG being known in the village. Contributions to be sent to MW.

All

Date and Time of Next Meetings:

Wednesday 9th September at 7.30pm in the Pavilion.

Wednesday 14th October at 7.30pm in the Pavilion.

Monday 16th November at 7.30pm in the Pavilion.