

# NORTH ELMHAM COMMUNITY PLANNING GROUP

## Minutes of the ninth meeting held in the Sports Pavilion on Wednesday 9<sup>th</sup> September 2009 at 7.30 pm

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

Parish Councillors present: Anne Ketteringham (AK)  
  
Martin Sullivan (MS)  
Martin Budgett (MB)  
Peter Smith (PS)  
Caroline Payne (CP)

### Action

#### 1. Matters arising

i) The minutes of the 17<sup>th</sup> August 2009 meeting were approved.

ii) Minute 6: it was confirmed that the £250 grant from the Parish Council is included in the budget and will in future be included in the funding update.

#### 2. Website update

Further interest in the website had been generated from the Festival and new users had registered on the site. The computer in the school providing access to the village website had been used by 83 visitors on one day to visit the website 110 times.

#### 3. Parish Council update

LR had reported to the last PC meeting. One councillor had asked how many responses to the consultation letter had been received; LR had confirmed that there had not been many.

Discussion took place about whether the actual number of nine responses indicated a lack of interest in the process, but it was agreed that this was not the case as:

- The letter is just an initial part of the overall consultation process and if people do not wish to contribute at this stage to the formulation of questions that is perfectly acceptable
- The letter did require some thought before a response was given which may have discouraged some people. The questionnaire will be easier to complete as it will be a defined form with options to choose from. AK thought that it was important that residents have been provided with the opportunity to contribute at this stage even if they have decided not to.
- Some issues have come to light during this stage of the process which we would otherwise not have been aware of.

**4. Elmham Festival update**

The PowerPoint presentation in the School had worked well and many people who visited the School did sit down and watch this. It was suggested that the presentation could be useful when visiting village organisations to talk to them. MWy was thanked for his hard work in creating the presentation and being in attendance at various times over the weekend to demonstrate the website to visitors.

MWy had asked visitors questions about internet access and if they had looked at the website. Most had internet access, only one did not. He estimates that about 70% of the population probably now have internet access, however many people were not aware of the website. MWy believes that about 50% of the village do not read the Elmham News that is delivered to each household, so this is not a useful way of getting information about the website or the NECPG to residents. He felt that the best way to engage with people, as had been proven by his efforts over the festival weekend, is to talk with them face to face.

Discussion took place about how the website could be further promoted to raise awareness. Posters advertising the website were suggested and will be placed on village notice boards.

**MW**

**5. Questionnaire update: reports from subgroups**

NV is collating questions and assessing them to ensure they are worded neutrally. All members of the group need to contact NV to arrange to meet and discuss further the questions they have proposed. SB will send NV a list of other issues that have been identified through the consultation process so that these can be incorporated into the questions. NV will aim to compile a final set of questions by the end of November. Once the questions have been compiled it was agreed that they should be shown to relevant organisations for comment, and that this could form part of talking to organisations in the village to involve them in the consultation process.

**All  
SB**

**NV**

AK provided the website address of a village in Wiltshire, [www.figheldean.org/parishplan](http://www.figheldean.org/parishplan) where a Community Plan had been produced and suggested that members of the group could look at this for further ideas on questions to include under their subject headings.

The question areas had been previously allocated as:

Transport – MW & MS

Traffic – NV & MB

Village facilities/amenities – LR & PWM

Housing – MP & AM

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

Environmental issues – PWM & LR

Our community business and economy - MP

Local democracy: expressing community opinions – AM

Communication: exchanging news and views – MB

All the questions response boxes had been collected, other than the one in the Post Office which it was agreed would be left for the present. It was suggested that it might benefit from a poster to draw attention to the box and AM agreed to speak with Jeremy Steer about this.

**AM**

If agreement is obtained PWM and SB will produce the poster.

**PWM/SB**

**6. Future use of ideas for display boards**

PS had provided ideas for use on display boards at the Festival. These had not been utilised, but it was agreed to retain them for possible future use. Discussion also covered whether the ideas could be used for banners to promote the process as the time for completing the questionnaire approaches. The wording for banners will be discussed at a future meeting and it was noted that funding has been allocated in the budget for banners.

Thanks to Peter Smith for his display board ideas was noted in his absence.

**7. Fundraising and budget update**

A cheque for £500 had been received by post from the Grass Roots application. The sum of £1,615.90 is currently in the bank with a further £1,000 to follow which has been awarded but is still to be received.

LR and CP have completed the Awards for All funding application, they are just awaiting some information from the Parish Council Clerk and the application can then be submitted.

LR is continuing to monitor expenditure against the various grant terms and conditions and will flag up any points requiring action. MWy also reminded the group that it is possible to reapply for a grant from BT to supply computer equipment for public use.

**LR**

**8. Any other business**

None.

**Date and Time of Next Meetings:**

Wednesday 14<sup>th</sup> October at 7.30pm in the Pavilion.

Monday 16<sup>th</sup> November at 7.30pm in the Pavilion.

Wednesday 9<sup>th</sup> December at 7.30pm in the Pavilion.