

# Minutes – Wye with Hinxhill Parish Plan Steering Group Meeting – June 5 2007

<u>Present:</u>		<u>Invitee:</u>	<u>Apologies:</u>
Mary Braithwaite	Ian Coulson	Ernest Jacobs	Liz Lovatt
Nigel Ings	Richard Bartley		Peter Vujakovic
			Jenny Oram

## 1. Confirmation of Minutes 30<sup>th</sup> May Meeting

The minutes of the May 30<sup>th</sup> meeting were **approved** as a correct record of the meeting.

## 2. Matters Arising

### a. Printing and preparation of questionnaire and documents

1100+ copies of the main questionnaire are printed, sufficient for all households plus an additional number for emergencies (if households mislay their questionnaires). Some adjustments to the accompanying letter were agreed, adding a brief timeline of Phase 1, web page address and contact details of SG members. Printing of the maps, in blue, and envelopes, preferably white, were discussed. Postcards will be provided to Patchworkers (10 or so each), which they can fill in with their name and leave with absent households, as a reminder to complete and hand in questionnaire. Arrangements for collating the questionnaires and documents, and stuffing them in envelopes before the Saturday briefing meeting, were agreed: RB, EJ, NI/MB and Sue Powell to handle around 200 each. Stuffed envelopes to be brought to the Saturday briefing meeting – at 9am – for sorting into area groups, prior to arrival of Patchworkers.

NI to follow up printing

RB to prepare postcards

### b. Numbering of questionnaires

Questionnaires are anonymous. However a method for preventing fraud and for monitoring the coverage of households across the parish is required. To prevent any fraud, questionnaires have been numbered sequentially. When questionnaires are collected, a code will be added to indicate the area of the parish from which they come. The questionnaire number and area code will be entered in the data-base.

### c. Patchworkers network

Progress in recruiting Patchworkers was discussed. Gaps that need to be filled are:

- Scotton Street – IC to follow up
- Little Chequers – LL to follow up
- Churchfield Way – NI + LL to follow up

IC  
NI  
LL

## 3. Patchworkers' briefing session

- The Methodist Hall is booked. Tea, coffee and biscuits to be provided. RB
- SG members to arrive at 9am, to prepare signs, displays and the packs with questionnaires/documents. Carrier bags needed for the questionnaires (IC to arrange). Pinboards, materials, maps, etc to be brought by SG members (IC + MB). Need to prepare a register of participants. All SG
- Agenda of the meeting: IC will open the meeting, with welcome and introductions. Then follows brief explanation of:
  - The background to phase 1 (the Tenterden and Rural Sites DPD + long list of sites being produced by ABC)
  - The outcomes needed to influence the selection of sites – the community's principles and conditions
  - The phase 1 process and timing
  - The important role of Patchworkers, their tasks and support by SG
  - The Questionnaire and background information.

#### 4. Analysis of questionnaire responses

- Key dates are: June 23<sup>rd</sup> for submission of questionnaires; data entry will start on June 25/26<sup>th</sup>. We have 9 days to analyse the responses, and produce the draft report and leaflet.
- Ernest Jacobs (Patchworker for Amage Road and The Street, Brook) has offered to set up an Access database. NI mentioned experience of analysis of WCLT responses, using Access and Excel. Voice recognition software offered by IC. Agreed that NI and EJ to meet asap to discuss the database and analysis requirements.
- The SG meeting on June 25<sup>th</sup> will be important – to agree the data entry from completed questionnaires and the format of the report and leaflet.

NI + EJ

#### 5. Other publicity and information on Phase 1

- A few copies of an A4 poster to publicise the questionnaire have been produced by MB, for key windows in village centre. An electronic version will be sent to all SG members, to print out and put up around the parish.
- A Parish Plan mini-site on WyeWeb is being set up, and documents are being put into pdf format (by NI). It was agreed that minutes of SG meetings will be included, along with diary dates.
- It was agreed to write a short article for the July issue of the Parish Magazine (deadline June 15<sup>th</sup>).

RB to put up posters in village centre

NI

JO?

#### 7. AOB

- It was reported that the ARCK Parish Plan workshop had been cancelled.
- RB reported that the Parish Plan process will be mentioned at a presentation of WCLT/Wye Community Farm at an ACRE event on July 9<sup>th</sup>.
- SG members are asked to send their apologies in advance of meetings to the Chair (IC).
- It was agreed not to hold an SG meeting on June 11<sup>th</sup>, as a meeting was not considered necessary and the main priority is ensuring rapid distribution of the questionnaires and support to Patchworkers.

#### 8. Date of next meeting

- Monday, June 25<sup>th</sup>, 7.30-9.30pm at the Methodist Hall