

Plumpton Village Action Plan

Minutes

Steering Committee (Seventh Meeting)

22nd January 2007

1930hrs – Sports Pavilion

Attendees: Tom Hawthorne (Chair), Carole Nicholson, Alison Taylor, Jean Eagle, Kelvin Speirs, Hannah Simpson Banks, Katie Wride, Peter Baker, Harriet Allan, Mark McTaggart (Action in Rural Sussex)

Apologies: Paul Ramsay, Paul Mitchell, Denise Hall.

1. Agreed minutes of the meeting held on 5th December 06.

2. Action since last meeting.

Various sub group meetings had taken place to discuss the questionnaire content.

An information sheet had been designed, printed and inserted in the February parish magazine. It will give every member of the parish an opportunity to help shape the content of the questionnaire by giving the steering group information on what people like, dislike and would most like to change within the village. A short deadline of 15th February was put on the return of such information to focus the mind.

3. Timetable of events – update.

There is an opportunity to use the Parish Council AGM on 3rd April to launch the questionnaire (if we are ready). It was agreed at this stage we should not publicly announce the questionnaire will be ready by this date – but we would work towards this target date.

It was agreed that we should allow an extra month for analysis and only one month for the printers. It was hoped the final Action Plan would be published in Oct/Nov 07.

4. Our next steps.

Delivery network for distributing the questionnaire. This is a critical part of our Action Plan process. Peter agreed to get a copy of the electoral register in time for the next meeting, and to produce a plan dividing the village up into segments of approximately 25 houses. The Steering Committee would then use their local knowledge/contacts to produce a list of volunteers (one for each segment of 25 houses) to be approached for assistance in distributing and collecting back in the questionnaires. This method had been used to good effect by Ashurst Wood.
ACTION – PETER.

Publicity. The flyer in the Feb edition of the parish mag would raise the profile of the Action Plan. To encourage the return of suggestions for the questionnaire, posters and additional flyers needed to be placed in the shop and pubs. ACTION - TOM.

It was agreed that we should contact Reg Stone and get an Action Plan article in the Sussex Express/ Mid Sussex Times for the week ending 9th Feb to coincide with the deadline for suggestions on the questionnaire (15th Feb). He took some suitable pictures of the Action Plan display at the Horticultural Society event. ACTION - KATIE.

The Action Plan information on the plumptonpc website needed to be updated by the time the flyer in the parish mag was due to be delivered. ACTION - TOM.

Youth. It was agreed we should progress the young persons element of our Action Plan process by contacting Lynne Harmer (Children & Young People at Action in Rural Sussex - 01273 405444) to arrange a meeting between her, Hannah, Harriet and Katie. ACTION – KATIE.

Plumpton Primary School Children. It was agreed we should contact Rob Upton, Headteacher, and suggest the children participate in designing and completing their own questionnaire either within school or perhaps linked to a holiday homework project. ACTION – TOM (then to be followed up by Alison).

Other Village Action Plans. Tom asked Mark if he could get a copy of any recently published Action Plans so we could evaluate/consider their content for the design of our own questionnaire. ACTION – MARK.

Paul Mitchell & Paul Ramsay. It was agreed Tom would contact both of them and establish whether they now had some spare time to assist in particular with the analysis of the questionnaire results. ACTION – TOM.

Printing of questionnaire. It was agreed we should get three quotes for the printing of our questionnaire, based on the same content of the Ashurst Wood questionnaire. ACTION – TOM.

Lewes Parish Action Plan surgery. Mark invited us to attend a surgery organised by Action in Rural Sussex on 28th Feb, it was an opportunity to book an hour slot and talk on a one to one basis with members of the Action Plan support team about any issue of current relevance to us.

5. Discuss questionnaire

The work produced by the sub groups was distributed and there followed detailed discussion and debate. Much progress was made and the drafts will be updated based on the comments made so far and brought back to the next steering group meeting. Further work was required for example on the youth and children issues, communications and the personal information section etc and this would be covered by further meetings of the sub groups and exchanges of emails.

It was agreed that further thought should be given to Peters idea about a small pilot of about thirty people being given a draft questionnaire for evaluation; contact should be made with Lewes District Council for the latest information on environmental issues such as solar panel heating and composting etc ACTION – TOM; we should have a simple map of our Action Plan area inside the front cover of the questionnaire; that cyclists, walkers and bridleways were all issues needing further thought; work should start on the design of the front cover of the questionnaire ACTION – KATIE/ALISON/PETER?

6. Date of next meeting

The next steering committee meeting will be on Monday 19th February 2007 at 1930hrs at the Pavilion.

7. Any other business - none