

Village Action Plan

Committee Meeting Wednesday 2nd April 2008

Present: Carole Nicholson (in the Chair, deputising for Tom Hawthorne), Jean Eagle, Denise Hall, Peter Baker, Mac Gardiner

1. There was unanimous agreement that the initial VAP presentation to the village on 22/4/08, co-inciding with the Annual Parish Meeting should go ahead.

2.

Ensure that the rest of the Parish Council members have seen the presentation/or at least given the opportunity to do so	CJN and Kelvin Speirs organising to present to Sue Akers, Terry Thompsett and Liz Cullen asap but by 11/4
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3. Preparations prior to 22/4/08

Finalise basic content of presentation material	Tom Hawthorne/Carole Nicholson/Peter Baker/Mac Gardiner a) CJN to email MG with VAP presentation so that Mac can make improvements to layout and graphical interpretation	<u>By Tuesday 8/04/08</u>
Make content look clear and of good quality	MG and PB	<u>By Tuesday 8/4/08</u>
Make sure statistics included in content are accurate	Peter Baker	<u>By Tuesday 8/4/08</u>
Ensure consistency of content (ie residents/households etc)	Peter Baker	<u>By Tuesday 8/4/08</u>
Approve basic display material	All (but in practice will be sub-group of CJN/PB/MG and possibly TH) as content will not change – only way it is presented. Committee happy to delegate.	<u>By Tuesday 8/4/08</u>
Agree summary sheets of basic action plans	a) Committee approved the basic actions (ie 3 rd column of spreadsheets) b) Statistical content and principal findings to be	<u>By Tuesday 8/4/08</u>

	checked by CJN/PB and MG c) CJN to email schedules to PB/MG to feedback comments	
Agree content of implementation schedules	All	<u>Between Tuesday 8/4 and Friday 11/4/08</u>
Primary school children's results – preparation of display material	Katie Wride	<u>By Saturday 5th April will email CJN and hand documents to CJN at Village Hall</u>
Youth questionnaire results – team to a) analyse results b) produce power-point presentation	a) TH to pass questionnaires to MG b) MG will produce spreadsheet template c) MG will populate statistics into spreadsheet d) DH will work with Hannah and Harriet to analyse narrative input e) MG will produce power-point material	<u>By Thurs 3/4/08</u> <u>By Friday 4/4/08</u> <u>By Friday 4/4/08</u> <u>By Tuesday 8/4/08</u> <u>By Tuesday 8/4/08</u>
Make headers for each section	Carole Nicholson and give to Alison Taylor	<u>By Friday 4/4/08</u>
Print content of all display material	Carole & Paul Nicholson	<u>By Friday 11/4/08</u>
Get display material laminated	TH/CJN/PB	<u>By Friday 11/4/08</u>
Prepare volunteer sheets for a) residents who may be willing to get involved with action groups/working parties b) who are interested in setting up an environment/wildlife club	Carole Nicholson	<u>By Friday 11/4/08</u>
Print picture of Ecobag for display at Village Hall and to announce launch	Carole Nicholson; CJN and TH to agree marketing strategy with Bim (eg flyers; Parish Pump etc)	<u>By Friday 11/4/08</u>
Ensure flyer re 22/4 goes in Parish Magazine	Tom Hawthorne	2 nd April – 800 copies given to distribution team

Ensure flyers printed for display throughout village	Katie Wride	<u>Sat 5th April (giving to Carole on Sat)</u>
Ensure advert of event is included in parish magazine and Parish Pump column	Tom Hawthorne	Done by 2 nd April
Update website	Carole Nicholson	<u>By Friday 4/4/08</u>
Promote 22/4 throughout village (using societies)	All	<u>Every day to 22/4</u>
Obtain sufficient display boards	Tom Hawthorne/Carole Nicholson	CJN has obtained permission of Hort Soc to use their three; <u>Tom seeking to borrow those from Pton College</u>
Prepare display boards	Alison Taylor/Denise Hall	<u>Between 11/4/08 and 17/04/08</u>
Finalise venue for presentation	Kelvin Speirs to review	<u>7th April</u>
Give opportunity to Parish Council members to 'get comfortable' with implementation proposals	Tom Hawthorne/Carole Nicholson/Kelvin Speirs	<u>On or before 15th April</u>
Finalise short power-point presentation for Tom H	CJN/PB and others for review by TH	<u>Between 8/4 and 11/4/08</u>
Agree team for 22/4/08	JE to welcome visitors DH to represent Housing and Youth (with Hannah & Harriet) PB to man the laptops and answer statistical questions MG available from 7.30pm TH available all day CJN available all day Others to volunteer	

4. Plans After 22/4/08

Decide if we need another event displaying results	TH to book provisionally; But decision to be taken following 22/4 feedback	Post 22/4/08
Find out if Village Fair is going ahead for VAP final plan to be presented	Kelvin Speirs	<u>By Friday 4/4/08</u>
Work on final Plan booklet	Catherine Jackson has agreed to write introduction and history of village Further working group to be set up led by TH	<u>By 31/5/08</u>
Establish working parties for various projects	All plus new volunteers	July 2008 onwards BUT VOLUNTEERS SOUGHT AT 22/4/08 EVENT

