

Plumpton Village Action Plan Minutes

Steering Committee (11) 8th May 2007 - 1930hrs – Sports Pavilion

Attendees: Tom Hawthorne (Chair), Carole Nicholson, Jean Eagle, Katie Wride, Peter Baker, Denise Hall, Sue Mitchell (for Paul Mitchell), Alison Taylor.

Apologies: Paul Ramsay, Harriet Allan, Hannah Simpson Banks, Kelvin Speirs, Faustina Bayo (Action in Rural Sussex).

1. Agreed minutes of the meeting held on 18th April 07.

2. Action since last meeting.

As a result of the draft questionnaire being given out to a number of volunteers for comment - a sub group had met and discussed such suggestions line by line and a further draft of the questionnaire had been produced and circulated to the steering committee members. Tom thanked Katie for her work in re-producing the questionnaire.

A revised youth questionnaire had been given to a number of volunteers for comment.

Rob Upton, Headteacher Plumpton Primary School, had commented favourably on the Ashurst Wood version of the children's questionnaire. He had asked to be supplied with specific questions relating to Plumpton children and this had been done.

Jean reported that she had again spoken to Godfrey in relation to questions about the Church and he had asked for a statement to be inserted into the questionnaire that there was only one question regarding the Church as the Parish Churches intended to ask their own questions in the autumn of 2007.

Carole circulated a copy of the final action plan produced by Ashurst Wood, which after a brief inspection all agreed looked very good.

Tom had received a verbal estimate from Design To Print, Forest Row, of about £540 (plus VAT which is recoverable by the Parish Council) for 650 copies of the questionnaire, based exactly on the Ashurst Wood model. This estimate had not yet been received in writing, but was half the price of a previous quote from JR Printing.

Katie and Carole had been elected onto the Parish Council, Tom onto Lewes District Council – which will ensure action plan progress can be maintained and results coming out at the end can be followed through at the appropriate level.

Analysis - Peter confirmed the cost of £135 writing a program for a questionnaire definition file, cost of about £150 for setting up code frames for open questions for

volunteers to use when entering data, volunteers would be needed to enter data, Peter volunteered to produce computer tabulations.

3. Discuss questionnaire

The latest draft questionnaire was debated at length, line-by-line and amended.

It was agreed a statement should be made in the explanation – if you do not want to answer a particular question for any reason, just leave it out. Also, no answer will be attributed to an individual; the results of the questionnaire will remain anonymous.

Each page will be numbered, the spaces at the margins particularly top and bottom will be revised, due to print costs and a desire for it not to be too long - we will try to get in on 16 pages max without compromising the clarity.

The committee took a vote on the subject of questions regarding the Church and it was decided that in our desire to produce a well balanced final action plan for the village, two such questions would be included in our questionnaire.

4. Our next steps.

Katie will produce another draft of the questionnaire.

Tom to chase a written quote from Design To Print for both the questionnaire and the final plan based on the Ashurst Wood model.

Tom to check on the current speed limits outside of the village.

Analysis - Peter will give the next draft of the questionnaire to the person who will set up the code frames, for their comment.

Katie will produce a final version of the front and back cover. Tom will produce a volunteers page for inside back cover and a map of the area for the inside front cover.

The covering pages and final draft questions will be circulated to the steering committee for their approval at the next meeting.

Committee members need to continue to speak to potential delivery volunteers to ensure we have sufficient numbers lined up when the questionnaire is finally printed.

We need to design the content of a training session for delivery volunteers so they have sufficient knowledge about the action plan process.

5. Date of next meeting

The next steering committee meeting will be on Monday 21st May 2007 at 1930hrs at the Sports Pavilion. (Jean has already given her apologies and Tom will meet up with her on or soon after Tues 22nd to discuss the outcome of the meeting).

6. Any other business - none