

# **Plumpton Village Action Plan**

## **Minutes**

### **Steering Committee (Third Meeting)**

**7<sup>th</sup> September 2006**

**1930hrs – Sports Pavilion**

Attendees: Tom Hawthorne (Chair), Peter Baker, Harriet Allan, Hannah Simpson Banks, Alison Taylor, Katie Wride, Jean Eagle.

Apologies: Denise Hall, Paul Ramsay, Paul Mitchell, Kelvin Spiers, Carole Nicholson.

1. Agreed minutes of the meeting held on 10<sup>th</sup> July 06.
2. Action since last meeting (10<sup>th</sup> July 06) – An information display was put on show at the summer school BBQ, articles in the parish mag and parish pump sections of the local papers, Action in Rural Sussex held a training session on consultation techniques for committee members, continue to make contact and share experiences with other villages who have undergone the village action plan process.
3. Matters arising since the last meeting.

Peter mentioned that Balcome had distributed their questionnaire and we should get a copy.

Tom reported that Carole had a good contact involved with the Ashhurst Wood village action plan. They have started to analyse the results of their questionnaire and would be willing to come and talk to us about their experiences at a future meeting.

#### 4. Consultation techniques

Tom explained the content of the training session provided by Ruth Goldstone and Mark McTaggart from Action in Rural Sussex on 26<sup>th</sup> July and attended by Tom, Kelvin, Denise and Carole.

Simple techniques including open and closed questions, discussion groups, questionnaires, newsletters, how to organise drop in events, publicity, the use of rapid comments on sticky notes etc. We identified a lot of the different groups within the village and discussed the best ways to make effective contact with them.

## 5. Our Action Plan Process – where are we and what is the next step?

The next step is to put on an information display at the Horticultural Show event at the village hall on Saturday 16<sup>th</sup> September 06.

Discussion took place on what information we want to display keeping it simple, what general questions to ask on flip chart paper ie what do/don't you like about living in Plumpton and what one thing would you change, how to encourage people to let us have their feedback on sticky note paper, how we are going to do it – agreed to put the display up in the foyer so people have to pass by (avoid tucking it away in the committee room if at all possible), need to put some leaflets on the coffee tables, who is available to help and the times involved. Carole offered the use of some horticultural society display boards; Katie said the school had display boards.

Agreed to discuss the outcome of the above display at the next meeting in October.

## 6. Specific Areas of Involvement:

Each member of the steering committee to continue to raise the action plan subject whenever and wherever they could – to explain and encourage involvement.

Consider producing a small newsletter (one page) to keep people informed about whats happening.

Need to keep up the profile in the parish magazine on a monthly basis.

The committee looked at some of the examples we have of other village plans and questionnaires, discussed the types of questions used, what appeared to work etc.

School involvement: hectic time with summer holidays just ending but need to engage with the school and still considering the creation by children of a 3D scale map/model of a village. This would have two benefits, engage the school children in a village action plan event and secondly enable people to point to an area of concern on the model when talking about specific issues in the village.

Need to ensure we reach the youth of the village during the action plan process, discussed events where we might be able to engage such as football club, halloween disco, film night, the school bus.

7. Timetable of Events – discussed the latest timetable for our action plan process and agreed it was realistic.

8. Future Meetings – it was agreed the next steering committee meeting would be on Monday 2<sup>nd</sup> October at 1930hrs at the Pavilion. (Date changed to 9<sup>th</sup> October)

9. Any other business – none.