

# **Plumpton Village Action Plan**

## **Minutes**

### **Steering Committee (Fifth Meeting)**

**20<sup>th</sup> November 2006**

**1930hrs – Sports Pavilion**

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

Apologies: Paul Ramsay, Paul Mitchell, Denise Hall, Mark McTaggart (Action in Rural Sussex)

1. Agreed minutes of the meeting held on 9<sup>th</sup> October 06.
2. Action since last meeting:

On the 14<sup>th</sup>/15<sup>th</sup> October - Kelvin manned the action plan display at the sports pavilion during football club activities. It was a successful event with a lot of comments received on post it notes in response to the questions – what do you least enjoy and most enjoy in the village, and what one thing would you change. The comments are reproduced in the document – Football Club: sticky note comments.

A sub group met on the 7<sup>th</sup> Nov to start considering the style and content of our questionnaire. A number of other village action plan questionnaires and final plans were reviewed. The group particularly liked the Ashurst Wood questionnaire. It was agreed it is very important to keep the style/font clear and simple and to ensure the questionnaire creates a desire to read it and complete it.

On 15<sup>th</sup> Nov - Tom & Carole met Brian Phillips, Chair of Ashurst Wood village action plan in preparation for tonight's presentation.

Tom had a very positive discussion with Rob Upton, Headteacher Plumpton Primary School, regarding the involvement of the school in the action plan process. Consideration is now being given to the best way to engage the children, perhaps by discussion and completion of their own questionnaire.

### 3. Presentation by Ashurst Wood village action plan members

Brian Phillips – Chair of action plan committee  
Don Sinclair – Chair of Parish Council  
Keith Stacey – Secretary action plan committee

Brian gave an excellent 30 minute presentation on the Ashurst Wood action plan process starting with the background to village plans in general, the development of Ashurst Wood's plan, maps and data used, timescale and budgets, the consultation process, publicity, and results to date.

### 4. Questions on the presentation

Many questions were put to the Ashurst Wood representatives and some of the information gained from the discussion included:

Ashurst Wood very similar in size to Plumpton  
publicity and good displays were very important  
posters had been very effective throughout the village  
maps of village and statistical data always attracted attention  
need lots of volunteers for distribution and collection of questionnaire  
sufficient funding to see the process through was critical  
prize draws were popular  
need to spend a lot of time designing the questionnaire  
keep the questions simple  
should consider how to analyse the content of the responses to the questions at the same time as designing the questionnaire  
be careful when asking for "other" comments – how is that info to be used  
don't underestimate time required to analyse the questionnaire results and then produce the final plan.

Brian, Don and Keith were thanked for their time and willingness to share their experiences, it had been extremely valuable to us, and they were given a few bottles of Plumpton College wine to remember us by.

### 5. Our next steps

Following the presentation it was agreed we were on the right tracks but we had lots to do. We agreed to have another steering committee meeting quickly whilst Ashurst Wood's experiences were fresh in our minds. We agreed our Timetable of Events needed to be reviewed at the next meeting to ensure we allow sufficient time for the various parts of our action plan process.

### 6. Next Meeting date

It is now confirmed the next steering committee meeting will be on **Tuesday 5<sup>th</sup> December at 1900hrs at the Pavilion.** (note – earlier time)

### 7. Any other business - none