

Minutes of the VANTAGE Open Village Plan Meeting 8th Feb. 2011

This business meeting was held at 7pm in 'The Green Man', Toppesfield.

Those present: Tony Downs, Molly Stevenson, Mary-Ann Stevenson, Paul Thompson, Clare Condie, Roz Castle, Maureen Dimmock, Richard Evers, Alan Collard, Sheila Braithwaite (volunteer minutes secretary), Malcolm Braithwaite (Chairman), David Bagnall, Jean Bagnall, Peter Moore (observer)

MB welcomed everyone to the meeting, emphasising the aim that meetings should be open and transparent to all.

- 1 Apologies had been received from Trisha Roberts and Nick Hasler
- 2 The minutes of the last meeting of 'Vantage (10.1.2011) had been posted on the parish website and circulated. There were no amendments requested to the minutes.
- 3 Matters arising
 - a The Vision Statement was agreed.
 - b The Timeline was circulated discussed and agreed.
- 4 £400 has been received from the RCCE (Rural Community Council for Essex). This funding will be used to pay for hiring of the hall, printing of the questionnaire and analysing the questionnaire responses by an independent analyser.
- 5 The group leaders were thanked, by MB, for the reports from their initial meeting.
The Groups-
Economy & Employment – Alan Collard
Transport & Communication – Richard Evers
Social & Community – Mary-Ann Stevenson
Recreation & Leisure - Paul Thompson
Ecology & Environment – Nick Hasler
(It was agreed that, because of the clear overlap, the Social & Community and Recreation & Leisure groups would merge under the leadership of M-AS)

The leaders or substitute leaders of the above groups were asked to-

- Gather contact details of their members
- Produce a report under specific headings (format given out – attached)
- Agree a final vision statement
- Use statements from their previous work and from a future group meeting to complete the sample format of around 12 – 15 questions for the questionnaire.

Young people's group

It was agreed that each of the groups should discuss the involvement of young people within their area. It was considered vital that the under-18s views and their position as stakeholders is valued and included.

6 Questionnaire

Each group was asked to gather information in order to inform the questionnaire (see 5).

- a. Samples of the Gosfield questionnaire were circulated and considered by the attendees to be a good model for our future questionnaire. Other sample questionnaires are available in Excel format. These will be circulated to group leaders.
- b. There was a discussion relating to the analysis of the questionnaire. Could this be analysed economically by a local volunteer? After discussion it was decided that the cost was worth the advantage of having an unbiased reflection of the response. Warwick Data Services had quoted for the work and will be contacted at a later date(MB).
- c. Each group was asked to produce questions in the format of the Gosfield questionnaire using their statements and information gathering work.
- d. Printing would be sourced locally. MB to seek costs.
- e. The questionnaire will be delivered and collected by local volunteers.
- f. Analysis of questionnaire responses. See above discussion under 6.b

7 Next Steps

Groups will hold meetings to work on the statements and questionnaire.

Communication will be via notice boards, website Facebook and member's email and contact numbers

8 Next 'Vantage' group meeting to be held Tuesday 22nd March at 7pm at The Green Man.

VANTAGE ----- Group

-----Name-----	e-mail address	Home phone	Mobile No.	Postal address

Vision for 2027

Areas of Interest

Key Issues (i.e. Questions for Questionnaire)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
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- 8.
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- 10.
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- 12.