

## Notes of the Open Village Plan Meeting 10th May 2011

The meeting was held at 7pm in The Village Hall, Toppesfield. Present: Mary-Ann Stevenson, Roz Castle, Maureen Dimmock, Richard Evers, Dave Bagnall, Lynn Collard, Alan Collard, Brian Moody, Ray Papworth, Malcolm Braithwaite (Chairman)

1. Apologies had been received from Paul Thompson, Sheila Braithwaite, Nick Hasler, Trisha Roberts
2. The minutes of the last meeting (22 March 2011) were agreed.
3. Matters arising
  - a) Progress versus the agreed timeline is on track to date.
  - b) Logo/Image for VANTAGE agreed. Thanks to Sarah Hasler.
4. The Questionnaire
  - a) Final content and format agreed. Modification to front cover moving dates for collection and local contact (in bold type) from inside to cover. Question 72 should read "It is important to keep the facilities we now have and to ensure their sustainability." Separate youth questionnaire to be printed by Warwick on different coloured paper (cost £25). Typos in youth survey to be corrected. Parish Map on back cover.
  - b) Arrangements for distribution. See attached list covering whole Parish plus some on fringes with interest in the community. When printed, copies will be delivered to each nominated person for distribution. (Short delay, since Paul Clark printers are moving). Collection by same persons over weekend of 2/3 July – with 2 weeks to chase those not collected in first sweep. Ray Papworth will co-ordinate the collection of all copies for forwarding to Warwick.
  - c) Quote obtained from Warwick for analysis in 3-5 weeks after receipt of completed questionnaires.
5. Stakeholder engagement. The importance of buy-in from community interest groups was emphasised and the process is on-going. School, pre-school, church, Village Hall, Local transport (RE reported contact with Heddingham Bus Company), Local business (e.g. Village shop), Farming community, etc. contacted and seeking written 'evidence' by September on their development wishes/plans.
6. Next Steps – progress on-going.
7. RCCE Training courses. Several relevant courses notified to us – MJB on "Linking Community Led Planning to LA Policy and Strategy" on 24 May. Evening network event on Funding on 28 June open to any VANTAGE member who wishes to attend.
8. Funding – initial £400 grant from RCCE will cover costs of questionnaire preparation and production. Further £2000 for analysis and printing final plan being decided on 26 May. Other sources of funding via RCCE noted.
9. Any Other Business – RE had met David Finch, our Essex County Councillor and Deputy Leader who expressed interest in our VP and suggested we write a formal letter to the Assistant CEO of BDC (with Community Led Planning as a particular interest) with some details. RE agreed to draft the letter.
10. The next meeting will be on Tuesday 12<sup>th</sup> July at 8pm in The Green Man, and will focus on the collection of the questionnaire.

## Questionnaire Distribution List

Camoise Close	Clare Condie
The Causeway	Alan & Lynn Collard
The Street	Nick Hasler
Church Lane	Richard Evers
Park Lane	Roz Castle
Carters Hill/Cust Hall/Hoses /Froyz/Sainsbury Cottages	Maureen Dimmock
Dordell Court	Richard Evers
Stambourne Road	David Oxnam
Yeldham Road	Lynn Collard
Gainsford End Road	Mary-Ann Stevenson
Harrow Hill	Mary-Ann Stevenson
Gainsford End	Sheila/Trisha/Sue Clarke
Grass Green/RidgewellRoad/ Gunces Farm	David Bagnall
Various external interested parties	Malcolm Braithwaite