

## Notes of the Open Village Plan (Business) Meeting 29<sup>th</sup> September 2011

The meeting was held at 8pm in The Village Hall, Toppesfield. Present: Trisha Roberts (Minutes Secretary), Mary-Ann Stevenson, Molly Stevenson, Clare Condie, Paul Thompson, Sheila Braithwaite, Ros Castle(part), Maureen Dimmock, Richard Evers, Ray Papworth, Lynn Collard , , Malcolm Braithwaite (Chairman)

1 Apologies had been received from Peter Moore and Nick Hasler

2 The minutes of the last meeting (19.07.2011) were agreed.

3 Matters arising

Progress versus the agreed timeline is on track to date. However, it has been agreed that the launch date will be delayed slightly to Sunday July 1<sup>st</sup> in order to avoid any possible clashes with other events. It was noted that the RCCE publication "Oyster" is available from the RCCE website and that £2000 had been received and is held by the PC. It was agreed that the Parish website has been improved.

4 The Questionnaire Results

Each member of the steering group has a copy of the raw data, and there was a brief discussion of some of the issues arising such as the fact that not all respondents answered every question, the value of the "no opinion" results varied according to the proportion of other responses etc. No interpretation of the results has yet been attempted, and Warwick are preparing their independent interpretation, or "Findings Report", which will be available by 12<sup>th</sup> October.

5 Arrangements for Village Meeting October 13<sup>th</sup>

a Publicity

Malcolm will develop posters and leaflets. The latter will be distributed door to door a week before the meeting to solicit attendance (delivery by those who circulated and collected questionnaires). A notice will also be put on Facebook and the Parish website.

b Aims and Objectives

The objectives of the evening are to communicate the response data and engage all in the determination of priority issues.

c/d Presentation of Results/Engagement Discussion

The plan for the evening is to exchange 2 drinks vouchers for email details as people arrive at the Hall. In addition, each person will be given a page on which they will be asked to note which topics seem to them to have some importance or urgency. Malcolm will present the raw data in a simplified form using pie charts with a common colour block (green = agree, red = disagree and orange = no opinion). Malcolm will also include the spontaneous comments of the woman at Warwick ("must be a great place, no real issues") and the Ridgewell experience in his presentation. Jan Cole (RCCE) will then address 'the next steps to be taken', emphasising the role of a Village Plan in the community.

Display boards around the room will illustrate the response data so that people can wander, look and discuss more informally. There will be seven areas of review. Sheila and Lynn are to organise display boards, and Ray & Malcolm will prepare the display pages.

The next step will be for people to decide what they believe the priorities for the Plan are, and to come to an open meeting (date TBD but before January 2012) so that a common set of priorities can be established. (The steering group members will also prepare what they believe the priorities to be and draft some early stage action plans.) The response data summaries and the Warwick Findings Report will be made available to all either electronically or hard copy.

Also available for the October 13<sup>th</sup> meeting are maps of the Parish and of the Toppesfield and Gainsford End Settlements showing the village envelope of Toppesfield. It was decided it would be beneficial to mark common, Parish and Glebe lands on the Parish maps, and Lynn will ask Alan Collard if he has such information.

e Wine & Cheese

Sheila will arrange supplies of food with Ivy at the shop. Malcolm will arrange wine through Tony at The Green Man and secure glasses from Vic Turner.

7 Formulation of Actions Plans

Not discussed

8 Stakeholder Engagement

Not discussed

9 Next Steps

Not discussed.

10 Date of Next Meeting

Steering Group Meeting October 24<sup>th</sup> 7:30 pm at The Green Man