

OTFORD PARISH PLAN
Steering Committee Meeting #6
20th March 09

MINUTES

Present

Donna Brown
Ron Dullage
John Edwards-Winsor
Carol Griffiths
Andrea Pinto
Rod Shelton (chair)
Cliff Ward

Unable to attend

Mark Fenge
Jeff Lee
Paul Robertson
Keith Stockman
Elizabeth Ward
Richard Worssam

Minutes of last meeting

1.1 Minutes of the previous committee meeting were approved

Web Site

2.1 The Frequently Asked Questions are now incorporated on our web site. Which also lists our recent steering committee minutes. Members are asked to take a look at the site and give their opinions.
www.otford.info/parishplan.

Questionnaire Open Day (Publicity)

3.1 The plan is to have an Open Day at the Memorial Hall at the popular Saturday morning coffee venue on Saturday 18th April. We would enlarge the questionnaire pages and display them on the three (double-sided) art display boards. We will provide lots of post-it notes and pens for the public to add their own ideas.

Otford Fete (Games?)

4.1

4.2 In the interim, John EW has offered to combine his bee-display with the Parish Plan, so that visitors can guess the weight of a jar of his honey.

Action: CG is to report on the opportunities for hiring games.

Clubs & Associations Market (Publicity)

5.1 The event is planned for Saturday 16th May.

5.2 RS has written to the secretaries of 52 Otford clubs & associations, inviting them to join in the Clubs & Associations Market Day. To date, he has had many acceptances and only one refusal due to another commitment.

Action: R.D to enter request for a 'bull-horn/'tannoy' on the exchange web site.

Otford Youth (Chris Hennis)

- 6.1 Chris Hennis, director of voluntary youth organisation Play Space, has prepared a page of potential questions for the 'youth page' of the questionnaire. (attached) The steering committee agreed that we should consider this page (and the page for the older residents) at the conclusion of preparation of the main questionnaire.

Questionnaire proposal

- 7.1 Having received professional advice, RS re-designed the style of the questionnaire to utilise a system of 'gap-analysis'. This format measures the 'gap' between the importance that a statement/question evokes and the perception of to what degree the statement/question is already being addressed. The wider the gap, the greater the need for action.
- 7.2 The Steering Committee discussed the first half of the questionnaire details
- 7.3 The committee agree that, if possible, it should meet in one week's time (Friday 27th March) in order to complete the questionnaire in time for the 'drop-in' event on 18th April.

Action:

J E-W offered to re-design the lay-out so that it can be incorporated in an A4 portrait format. (RS to forward Exel doc to him.)

RS agreed to complete a second draft, incorporating recommendations and completing a draft of the remaining outstanding sections.

RD to confirm that Hall is available. If not, RS to check if St Bart's extension is free.

Next Meeting Date

Friday 27th March
The Memorial Hall (unless advised otherwise)
10 am.