

OTFORD PARISH PLAN

Steering Committee Meeting #9
29th May 09

MINUTES

Attending

Ron Dullage
John Edwards-Winsor
Mark Fenge
Carol Griffiths
Jeff Lee
Rod Shelton (chair)
Cliff & Elizabeth Ward

Unable to attend

Donna Brown
Andrea Pinto
Paul Robertson
Keith Stockman
Richard Worssam

Although there has not been a Minuted meetings within the last four weeks, the Steering Committee have met informally on several occasions to discuss details of preparing for the events that were forthcoming. The Chairman would like to express his warmest thanks for all the work and effort committee members have contributed on these occasions.

Reports on Events since last meeting

1:1 The Clubs & Associations Showcase:

A very successful community event, which succeeded in its aim to help generate community spirit. Many commented that it should be repeated every 2-3 years. (RS has kept the banner safe in that event.)

32 clubs and associations took part

Expenditure was £285.12 Income from Clubs and associations was £258. This represented a small loss of £27.12.

It was well reported in the Chronicle (with photo) and the Otford Society Newsletter

1:2: The Village Fete

We took over responsibility for the Wheel of Fortune.

Purchase of 36 bottles of wine (through help by Ron Dullage) cost £104

After the deduction for the wine, we earned a further £383.

1.3 RS has asked the chair of the fete committee whether we might be exempt from paying the 40% toward the fete committee as our funding was purely for the benefit of the community. (If we have to pay our dues, our earnings will reduce to £229.80)

We await a response.

Financial Status

2:1 We have submitted an application for a grant of £1,255 from DEFRA through Action with Communities in Rural Kent. This required the preparation of a full estimate of expenditure up to the final printing of the plan.

2:2 Our total estimate of expenditure in the preparation of the Parish Plan was £4,255 of which a sum of £700 was 'contributions in kind' (i.e copying facilities in the parish office, doing a lot of the analysis work ourselves etc.)

2:3 We set ourselves to raise £1,000 over the next year, hoping that an additional £500 contribution would be forthcoming from SDC and two (annual) donations of £250 might be forthcoming from our Parish Council.

2:4 Having sent a detailed report to Action with Communities in Rural Kent, detailing our involvement with SDC and PC authorities, we hope we will receive a suitable approval to our request in due time.

Status of the Questionnaires

3:1 Small but important changes have taken place in the content of the opening pages and the final internal lay-outs to make the questionnaires as easy to complete as possible.

Considerable work has been provided by John E-W and Jeff L to this end. Many thanks.

With agreement on specific provisos which would be addressed within the following days, all three questionnaires were 'signed off' by the committee. Once converted to PDF files, these would be electronically despatched to the printer.

Action:

John E-W to liase with Jeff L and complete final conform to PDF file.

RS to liase with printer

3:2 A proposed list for the responsibility of road delivery (and pick-up) had been agreed by every member. (Copy attachment with these minutes)

Printing Requirements

4:1 The requirements are:

Main Questionnaire:

1,420 copies 12-sides B/W stapled and folded A3 to A4 on 80grm white paper

Older Persons Questionnaire:

1,420 copies 3-sides B/W stapled and folded A3 to A4 on 80grm white paper

Younger Persons Questionnaire

2,840 copies 4-sides B/W stapled and folded A3 to A4 on 80grm white paper

Post Card

800 copies of B/W Postcards, printed one side: as A6 on 300grm board

4:2 The two comparative local estimates for printing were:

	<i>Main</i>	<i>Older Per.</i>	<i>Younger Per</i>	<i>P C. (400)</i>	<i>To be revised</i>
Silver Pines	332	117	221	35	
Highland Printers	450	152	285	80	

Silver Pines Services were elected to be our suppliers.

Printing of the final Parish Plan

5:1 The meeting discussed the optional requirements for the final plan – scheduled for next year. (Size, amount of detail, design). It was agreed that the requirements for the design of the final hard-version of the Parish Plan would be entirely dependent upon the content and the goals which we achieved.

5:2 In order to achieve a ball-park estimate of likely costs (for the grant application)

RS had based his costing estimate upon a short run (200 copies) of a full colour 42-

page document, and a longer run (1390 copies) of a shorter B/W version of 20 pages

In total this sort of requirement would cost in the region of £1,000

It was agreed that as an interim estimate this was acceptable.

Submissions to SDC and Otford PC

6:1 Copies of the questionnaires had been sent to all Parish Councillors as well as our main contacts at SDC. SDC had raised several issues regarding supported housing which the committee discussed in detail. No response had yet been received from Parish councillors other than the Parish Clerk pointing out some apparent 'typos'. (which were already amended)

Follow up with Otford Youth Groups

- 7:1 RS had met with Brian Pawlett who is in charge of the Methodist Youth Group. He was given the opportunity to discuss the Young Person's questionnaire with the youth members who were very positive about its content and asked for no further revisions.
- 7:2 A copy of the Questionnaire had been delivered to Dawn Hallam of St. Bartholomew's youth group and she was intending to discuss this with her club members. We have heard nothing further at this time.

Follow up with Older Person's Questionnaire

- 8:1 RS had spent a comparatively long period in discussion with the members of the Lunch Club, discussing the Older Person's questionnaire content. Overall it was very well received and there was particular interest in taking part in a Supported Housing survey. There were no questions which were felt to be intrusive or unsuitable.

Correlation & Delivery of the Questionnaire

ACTION

- 9:1 All questionnaires to be printed before Friday 5th June. RS to collect
- 9:1a John E-W to pass the final questionnaires to John Hubbard for inclusion onto the Parish Plan website.
- 9: 2 It was agreed that Rod S, John E-W, Elizabeth W and Cliff W would do the correlation and stuffing on Monday 8th June at the Parish Office Meeting Room.
The 'stuffed' questionnaires will be in plastic bags (supplied by John E-W) and stored in open boxes, each with the committee member's name on the side (containing the appropriate number of questionnaires for their allotted roads + 50 post-cards each)
- 9:3 When completed, RS will make contact with all committee members and arrange for them to pick-up their delivery boxes from the Parish Office over the next 24 hrs.
- 9:4 Committee members to please mark the top right corner of each questionnaire with a colour (as per road delivery attachment) to allow for later area identification.
- 9:4b It is the intention to complete all deliveries to houses by Friday 12th June.
- 9.5 Jeff L will be unable to deliver his questionnaires as he will be away on holiday. RS to cover.
- 9:6 Any spare or left-over copies to be returned to RS ASAP.
Spare copies would be delivered to Parish Office, Yvonne and Otford Dry Cleaners by Rod S
- 9:7 Those roads requiring postage, would be handled by RS, having obtained self-sticking addresses from the parish Office
- 9:8 Rod S would prepare 'late-postage' boxes for all three drop-off points the following week.
- 9:9 All collected questionnaires to be centralised with Rod S for distribution to committee members for later analysis

Analysis & Number Crunching

10:1 John E-W had prepared a weighted software programme for use by committee members following the return of the questionnaires.

This would be supplied to all committee members who used computers in due course.

10:2 Further discussion/information will be required in order to plan precisely how this process is carried out by committee members, the best method of correlating and logging the written comments and how the personal details are to be correlated.

Building the Future Action Teams

11:1 The meeting discussed some of the methods of building up a suitable volunteer base who could form the action teams.

Applications by individuals were so far limited to a few. It was felt that a presentation (by meeting or drop-in event) of the responses to the questionnaire, would be the most suitable time to gain individual volunteers.

The WIs had been approached but had not yet responded.

Rod S suggested a presentation to the members of the fete committee as they had demonstrated the level of commitment and organisational ability which would be required to gain results. (RS to make enquiries)

Church groups were also suggested. (Requires further enquiries)

11:2 Some of the likely areas which will require attention are likely to be

Main Questionnaire responses (7 areas)

- Personal Safety
- Creating road networks (for elderly) ; Road associations
Community issues (Provision for disabled / PC / Churches / Welcome pack)
- Green issues: appearance of village
- Sports & use of the Rec./Hale Lane Rec : Cycle paths
- Ways of promoting local business: A local trades directory
- Traffic related problems
Parking:: Services: First-time buyers:
- Promoting tourism: Dealing with significant visitor increase. Affects of outside influences

11: 3 Young Person's Responses (2 areas)

- Youth centre creation/development (if required)
- Helping support a voice of youth
Provisions for learning sports/arts/skills
Provisions for giving advice.

11: 4 Older Person's Responses (2 areas)

- Reviewing ways to help older residents in/outside the home
Re-introducing older residents into village social life
- Assessing the need for local housing for the elderly (If required)

Next Meeting

Given the degree of involvement over the coming weeks by all committee members, it was agreed that the next meeting would be decided after collection of all the material in 2-3 weeks.

Thanks everyone. Good luck.

Rod