

# **Plumpton Village Action Plan**

## **Minutes**

### **Steering Committee (12)**

#### **21st May 2007 - 1930hrs – Sports Pavilion**

Attendees: Tom Hawthorne (Chair), Carole Nicholson, Kelvin Speirs, Katie Wride, Peter Baker, Denise Hall, Sue Mitchell (for Paul Mitchell), Alison Taylor.

Apologies: Paul Ramsay, Harriet Allan, Hannah Simpson Banks, Jean Eagle, Faustina Bayo (Action in Rural Sussex).

#### **1. Agreed minutes of the meeting held on 8<sup>th</sup> May 07.**

#### **2. Action since last meeting.**

Peter had showed the questionnaire to the people who will set up the code frames, for their comment.

Further work had been undertaken on the draft questionnaire incorporating all the comments made at the last steering committee meeting.

Katie produced the latest version of the front and back cover for debate.

Tom circulated a volunteers page for inside back cover but it was decided this would not be part of the questionnaire and should be circulated separately, perhaps in the parish mag a month or so after the questionnaire had been distributed.

Tom had not yet been able to find a copy of an ordinance survey map for inclusion in the final questionnaire due to copyright law.

The comments on the youth questionnaire had been collated and a final version produced.

A written estimate had now been received from Design To Print, Forest Row, of £450 plus vat.

#### **3. Discuss questionnaire**

The latest draft questionnaire was again debated at length, line-by-line and amended.

Agreed need to state that completed questionnaire should be handed back to delivery person or handed in at the shop.

#### **4. Our next steps.**

Peter will circulate by email another draft of the questionnaire and steering committee members would be asked to return comments by email to Peter direct.

Denise will speak to Tony Hutson regarding the habitat survey map to find out if we can use it on the inside cover of the questionnaire.

Carole will ask Ashurst Wood for a copy of their instructions for the questionnaire delivery team.

We hoped to have the questionnaire at the printers by the 8<sup>th</sup> June, and back from them by the 15<sup>th</sup> June.

Tom and Kelvin will work on the list of volunteers for the delivery of the questionnaire.

Jean to be asked if she would like to train the questionnaire delivery team to provide them with sufficient knowledge about the action plan process.

Two training sessions for the delivery team would be arranged for Mon 18<sup>th</sup> June (pm) and Wednesday 20<sup>th</sup> June (am).

Katie and Alison to give the primary school childrens questionnaire to Rob Upton soon after half term. A £25 voucher will be given to the school on completion of the childrens questionnaires.

Peter pointed out that at least four volunteers would be needed to code up the questionnaire results and a further two volunteers needed data input.

#### **5. Date of next meeting**

It was agreed no further meeting date would be arranged at this time.

#### **6. Any other business - none**