

Brandeston Parish Plan – Steering Group Meeting Minutes – 17/01/2008

Venue: Brandeston Village Hall

Present:

Christine Abraham Grants Manager, Suffolk ACRE

Nick Holland-Brown
Alastair Chapman
Susan Edhouse
Paddy Fielder
Annie Law
David Risk
Sarah Thorne
Wilda Woodland
Nick Hayward

1. Item 1 - Apologies:

Clemency Cunliffe, Roger Cunliffe, Peter Thurlow

Note: the order of the agenda was revised to accommodate Christine Abraham from Suffolk ACRE who had kindly attended the meeting to clarify and resolve the Project funding issue.

2. Item 4 – Budget & funding application

The funding application had been submitted in September 2007 and the Project had been awaiting its approval since that time before proceeding and authorising the costs of printing the questionnaire.

CA had written on 17/01/2008 to itemise the points for clarification, which were discussed in the meeting; ie:

1. **Evidence of 'Needs Analysis' having been conducted.** It was agreed that this had been satisfactorily achieved by way of:
 - a. Open village meeting in April 2007
 - b. Publication of all minutes and introductory papers in 3 public domain venues; ie:
 - i. Website – www.brandeston.net
 - ii. 'The Brandeston' prize-winning newsletter delivered to every household
 - iii. The folder in the foyer of Brandeston village hall
 - c. Open discussion in the weekly Coffee Mornings
 - d. Initial consultation which had already been initiated with a number of outside parties (eg Suffolk Coastal District Council and SCC) but it had been felt by the Steering Group that it was improper to approach many authorities before having consulted the village by way of the questionnaire. This consultation would, of course, then proceed based on the needs revealed
2. **Consultation takes account of the 'Needs Analysis' through the questionnaire.** Agreed that this has been done.
3. **Quality Report in keeping with a supplied format.** Agreed that the structure of the final report will take account of the format recommended and that the draft report and resulting Action Plan would be passed to Suffolk ACRE for a critique. NH to circulate samples provided to the Steering Group.

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It was confirmed that the main questionnaire included the youth of Brandeston and that a separate Visitors' questionnaire would be provided.

CA confirmed that she was prepared to authorise the Project grant subject to receiving a copy of these minutes confirming the above discussion.

The Steering Group confirmed that it was content to continue liaising with Jon Bell as Parish Plans contact.

3. Item 2 - Minutes of Previous Meeting

Accepted.

4. Item 3 – Matters arising

Covered by the agenda.

5. Item 5 – Questionnaire

5.1 Distribution/collection

PF and ST had considered how best to group distributor/collectors in to households and it was agreed that the 'flyer' would be issued 2 weeks ahead of the main questionnaire, so that the 'flyer' would be distributed at the end of February and the questionnaire in early March. Householders would be given around 2 weeks to complete the questionnaire before it was collected. Assistance/advice would be offered to those who sought it.

PF/ST would draft a simple set of instructions for the nominated distributor/collectors so that a standard approach was taken.

Flyer to be sent to AC for printing.

6. Item 6 – Consultation Process

The format/style of the village consultation once questionnaire results had been assessed was important to ensure full opportunity for the parish to review the conclusions and proposed action plan in draft before final publication. This format to be the main topic at the next meeting.

7. Item 7 – Revised timeline

The project has been on hold awaiting approval of the budget. A revised timeline for the project is attached at Appendix A showing the impact. It assumes budget approval by end January '08.

The Annual Parish Meeting was due on 14 May 2008 when a report on progress would be welcomed.

8. Actions

Circulate SA sample report structure/action plan to the Steering Group.	ACTION NH
Copy minutes to CA at Suffolk ACRE.	ACTION NH
CA to finalise and issue DEFRA grant.	ACTION CA
Draft distributor/collector instructions.	ACTION PF/ST
Send Flyer to AC for printing.	ACTION NH
C/F consultation format to next meeting.	ACTION NH
Request insurance cover for paper form of questionnaire after collection	ACTION AC

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Provide progress report to Annual Parish Meeting.

ACTION NHB

9. Item 8 – AOB

SA to be asked for insurance cover for questionnaire results when in paper form.

10. Item 9 - Date of Next Meeting

Wednesday 2 April 2008, 8.00pm, Brandeston Village Hall.

Nick Hayward
18/01/2008

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11. Appendix A – Revised Timeline

BPP - Timetable and cashflow - January '08 -
Version 3

Year	2007												2008											
Month	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12			
Work element																								
<i>Parish Meeting</i>	♦																							
<i>Form Committee</i>			♦																					
<i>Establish budget, ToRs and timeline</i>					=====																			
<i>Submit Funding Application</i>					=====	=====																		
<i>Communicate project progress</i>					=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====			
<i>Receive funding</i>						♦				♦														
<i>Derive Questionnaire</i>						=====	=====																	
<i>Print Questionnaire</i>						=====				=====														
<i>Distribute/collect Questionnaire</i>							=====	=====	=====															
<i>Analyse results</i>							=====	=====	=====															
<i>Open event, present findings</i>										♦														
<i>Revise findings from further input</i>											=====	=====	=====											
<i>Define outline structure of BPP</i>											=====	=====	=====											
<i>1st Draft BPP/Action Plan</i>											=====	=====	=====											
<i>Review/revise BPP/AP</i>												=====												
<i>Formally present BPP/AP to PC</i>													♦											
<i>Formally present BPP/AP to village</i>														♦										
<i>Finalise BPP/AP & print multiple copies</i>															♦									
<i>Submit BPP</i>																					♦			
<i>Project Completion</i>																					♦			