BARKWAY AND NEWSELLS PARISH PLAN GROUP

Meeting held at The Reading Room on 27th November 2009 at 7.30 pm

Present: Gordon Baker, Simon Taylor, Sonia Falaschi-Ray, Cecilia van der Heijden

Apologies: Kate Beale, Richard Burt, Bob Davidson, Ken McCormick

1. **Minutes of Meeting** held on 28th October 2009 were agreed and signed.

2. **Matters Arising**:
   - The Steering Group has welcomed Gordon Baker as an active member of the Group and both Ken McCormick and Bob Davidson have expressed a wish to stand back but to be kept informed of the actions of the Group.
   - The Terms of Reference and the introductory spiel for the Steering Group have been agreed and posted onto the village website.
   - ITV grant has been applied for but status unknown at present awaiting update from Kate

3. **Questionnaire:**
   - **A test questionnaire** compiled by Gordon and agreed by the Steering Group was tried on two families to ascertain ease of use and comprehension (a young family and an elderly couple); a positive response was obtained from both trials
   - **The website questionnaire** was also tested and found to be easily comprehensible (coding has been devised to ensure that duplicates are not completed).
   - **Final Questionnaire** was fined tuned by the Steering Group and the amendments are to be added in red and returned to Gordon by Sunday 29th November. **Action: Celia**
     - Questionnaire will be circulated and checked again by the Steering Group and the final version to be given to Simon for duplication **Action: Gordon/Simon**
   - **Production Costs**: prices (inc VAT and delivery FOC) obtained as follows:
     - Paper (5 reams £14.25 + 2 reams @£2.89/ream) £20.03
     - Window C5 Env (£19.96/500) but 1000 @ £15/500 £30.00
     - Non-Window C5s (£14.68/500) but 1000 @ £14/500 £28.00
     - Sticky Labels 21/$ for 100 $ £16.99
     - As the Parish Plan is an ongoing project decided to order 1000 of each type of envelope plus 100 $ of labels and ask for delivery to Gordon at 101 High Street; Gordon to pay and claim back monies. **Action Celia**
     - Postage: At 61p and 47p it was felt to expensive to provide sae's; we would hand deliver Barkway but post to Newsells and Cokenach

- **Production:** Simon to arrange for the duplication (double–sided) to be done at his office; for ease of operation it was decided to use and pay for the company's paper; ***350 copies required*** to cover the list of 323 addresses prepared by Gordon plus a few spares. Copies to be ready by Friday 5th December. **Action: Simon**
- **Collation:** We are to meet at 11.00 am on Saturday 6th December in the Reading Room (Celia to check with Catherine Toms re availability) to collate, staple (please bring stapler with you), affix labels and put into envelopes **Action: Group**
- **Circulation:** Steering Group to hand deliver the Barkway questionnaire but the Newsells questionnaire is to be posted as some of the addresses rather obscure **Action: Group**
- **Collection:** Allowing two weeks for the questionnaires to be completed it was decided that Sunday 20th December would be the collection day; the questionnaire could be returned by hand to either 100 or 26 High Street in Barkway or Fox Cottage (Richard Atkins) in Newsells. Celia said that she would hand collect from Windmill Close where a number of elderly people live.
- **Analysis:** The completed forms to be checked off the address list that Gordon will circulate to the Group and passed on to Gordon. The analysis was to be done on Excel with the hand written comments being analysed by the Steering Group. (Date to be agreed)

4. Finance:

- The Bank Account has been set up and the cheque and paying-in books received (delivered to Barkway & Newsells Parish Plan at 98-100 High Street Barkway). These were passed to Celia as Secretary for safe-keeping and accessibility.
- The Parish Council has received the first £250 re the NHDC grant and a cheque will be passed to Celia from Catherine Toms (The Parish Clerk) for paying into the Parish Plan account. **Action Celia**
- Any monies unspent at the end of the project will need to be returned and in this respect the Treasurer will need to keep auditable accounts (ie receipts for everything). **Action: Kate**

5. Any Other Business:

- It was agreed to keep the Village informed via the Website and Village notice boards. There is a new email address for contacting the Steering Group on the website (parishplan@barkway-village.co.uk)
- The School is to be asked to organise a Drawing competition of the places the children liked in Barkway and Newsells. Gordon to ask Jo Cockerton (a school governor) to arrange. **Action: Gordon**
- The Chairman of the Parish Council is to write an introduction to the Parish Plan

6. Date of next meeting: To be arranged shortly – may be after Christmas to help analyse the hand-written comments on the questionnaire.