

Notes of Shalford Parish Appraisal Meeting

Wednesday 27th June, 2007 from 8pm

Attendees:

Jenni Harrison (Chair)	David Eversden
Christine Fowler	Dean Harrison
Andrew Hull	David Isbell
Gary Miles	Jane Miles
Alan Oates	Jackie Self
Dave Self	Margarite Sillett
David Smith	Jan Cole (RCCE)

Apologies:

Tony Bedding	Graham Morris
Angela Tanner	Liz Warwick
John Phipps	

Circulation to: All Parish Appraisal Contacts

Welcome & Thanks

Jenni Harrison opened the meeting and thanked all for attending.

Grateful thanks were also given to those who gave their time for delivery and collection of the questionnaires, including those who stepped in at the last minute to help out. Due to the great work done by the collectors we have received an excellent return rate.

Questionnaire Responses

At the time of the meeting 148 completed questionnaires had been received making a return rate of 46%. Jan Cole confirmed that any return rate in excess of 40% for a Parish Appraisal should be considered as an excellent response.

Please take into consideration that recent District Council elections only attracted a 35% turn out!

This high return rate means that any findings from this appraisal can be confidently referred to as representative of the opinions of our parish!

Final count for returned questionnaires **165 (52%) – A Fantastic response**

The Next Steps

Jan Cole is to provide a second data analysis company so that Jenni Harrison can obtain a second quote. Once this is received it was agreed that questionnaires would be sent off to the cheaper company for analysis. This is expected to take approximately 2-3 weeks from receipt. It is anticipated these will be returned by mid August.

Action: Jan Cole & Jenni Harrison

Jenni Harrison briefly re-capped on previous discussions regarding the style of final report and the process in its entirety for those new to the group. Examples of the preferred style of finished reports (2 reports) were circulated and Jan Cole expanded on the differing approaches that can be taken with regard to the final reporting. It had previously been agreed that an initial findings report would be published to keep interest and show that progress is being made, as well as to summarise detailed findings. A structured and well thought out action plan report could then be developed in due course.

Jan Cole also explained the process of analysis and report writing in more detail.

A member of the group asked why a Parish Appraisal was necessary and why money was being spent on this type of activity. It was explained that not only had this been discussed and agreed upon back in 2006 but it is an important activity to undertake as this formal process and the outcome report serves to tell those organisations, bodies and interested parties what are the key priorities and concerns of the parish, a truly representative view and not speculation. Many organisations now expect this type of documentation to exist in order to justify an application for funding or support of a key initiative from a body such as the Parish Council. That is why there are a number of grants available to assist Parish Councils to undertake this huge piece of work. The Parish Council have already applied and been successful in obtaining funding for this project from DEFRA and the Countryside Agency and this money is currently held in reserved funds for exactly this purpose.

Current spend to date has been approximately £150 for copying of the questionnaires and around £13 for stationery. Data analysis of the questionnaire will be approximately £300 (dependant on number of forms). This still leaves us a large amount of money to product a professional and interesting report and action plan document.

It was explained that the next key piece of work required will be the consideration of comments within and at the end of the questionnaire alongside the data returned from the analysis of the questionnaire. It is expected that the initial data analysis will highlight areas of interest and the working groups can then look at these areas in more detail, taking into consideration the comments made where they are appropriate. This information will help the report writing stage of the process so that the data can be backed up with interesting and relevant comments on key findings.

The method of approach to this piece of work was discussed and it was agreed that small working parties for key subject areas would be set up with each group having access to all questionnaires to give consideration to comments and the data reporting from the question answers. The questionnaires would then be passed onto the next group and so on until this work was completed. It was anticipated that each group would need to have the papers for a few days in order to give this full consideration and therefore it is likely that this part of the process will take most of the remainder of August and September.

The working parties are as detailed below:

Traffic & Transport	Andrew Hull
Conservation / Paths	Alan Oates & Dave Self
Education	David Eversden & Margarite Sillett
Housing	John Phipps & Christine Fowler
Stansted Airport	Jenni & Dean Harrison
Employment	Graham Morris
Local Services / Facilities / Activities	David Isbell & Jane Miles
Waste Management	Tony Bedding
General Demographic Information	Jenni Harrison

It was agreed that when the questionnaires are returned and we are ready to enter into the next part of the process those above will be contacted so they can indicate their availability and a timetable be arranged for this piece of work to be completed.

Action: Jenni Harrison

Publicity / Information

It is hoped that initial findings and information will be available at the Village Fete and this would be discussed as part of the Parish Council's stand.

Action: Jenni Harrison/Parish Council

It was also requested that update information be produced in late summer either within the Shalford newsletter or as part of an update from the Parish Council.

Action: Jenni Harrison/Parish Council

Photographs

The chosen report format encompasses pictorial views of the parish and it was therefore requested that any interesting photographs of village locations/scenes or activities be passed onto Dean Harrison.

It was also suggested that a photographic competition be organised for the village fete.

FOSTAC have produced a calendar and it was suggested that some suitable photographs may be able to be obtained from this source.

Next Meeting

It was agreed that a date for the next meeting would not be set until the above work had been completed. The next meeting is likely to focus on pulling out the key points found in the research and from the smaller working parties and working through what is felt should be reflected in the final report.

Jenni Harrison agreed to co-ordinate the above work and then arrange a further meeting once the initial working parties have met.