

**MINUTES OF A MEETING OF THE PRESTON PARISH PLAN STEERING COMMITTEE held on 9<sup>th</sup> November, 2005 at The Half Moon and Seven Stars, Preston.**

**Present:** David Theoff (Chairman)  
Roger Ayling  
Oliver Chapman (Acting Secretary)  
Alan Coller  
Mike Fenney  
John Greig  
Lorna Listbrain  
Jan Rudolph  
Louise Perryman

**Apologies for absence** – received from Martin Ferber

**Minutes of the last meeting**

The minutes of the meeting of the committee held on 12<sup>th</sup> October 2005 were adopted as a true record.

**Matters arising**

Covered in the agenda

**Committee Membership**

OC reported that 22 people had responded that they were willing to help with the Parish Plan. The Committee discussed ways in which these offers could be harnessed and the need to determine particular skills. DT reported that he had drafted a letter of thanks to go to all those offering support and outlining ways in which individuals may be able to help and the committee approved that course of action.

**Fundraising**

AC reported that the bank balance was reducing. It was agreed that he would contact the parish clerk to request the balance of £300 which had been allocated by the parish council for the Parish Plan, and send copies of invoices to date to Victoria Lawson to request a further payment of the grant.

**Payment of accounts**

AC reported that he paid the £50 prize draw since the last meeting

**Analysis of consultation returns**

JG reported that he had all the completed questionnaire returns on which there were 159 adult and 76 childrens returns which he was currently entering onto a database. He had entered about 50 so far and indicated that some assistance in entering them may be required. AC, OC, DT, and JR offered to help if called upon.

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DT congratulated the committee for achieving a 60% return rate for the questionnaires which was well above the average expected for this exercise.

**Other methods of consultation**

The committee considered whether the consultations to date would be sufficient and decided that further consideration of this should wait until the questionnaire returns have been analysed, which may then highlight areas of further research being required.

**Preparation of written plan**

The committee discussed the process of writing up the plan. It was decided to wait until the analysis of the returns has been completed but it was felt that it would probably be best to divide into small sub-committees to each write a section under overall editorial control..

**Future Role**

OC suggested that the committee should begin to think about where it is going into the future since we are in the "home straight" of the purpose for which the committee was initially set up. OC suggested that one future role could be taking on a Village Design Statement, and Mfenney suggested that we might become a pressure group to pursue major issues highlighted in the plan. It was decided to defer further consideration to the next meeting so that members can give some thought to the future role.

**Publicity**

It was agreed that DT would arrange for a notice in the village shop and on the village notice board to confirm that the prize draw was won by Mr. and Mrs Simpson from Elmstone Court. OC would update Beryl Reed for the village news page in the local paper.

**AOB**

JR reported that as a direct result of the open day a resident had decided to organise a dance at the village hall on 25<sup>th</sup> November

**Next meeting**

The next meeting would be held on Wednesday 7<sup>th</sup> December in the Half Moon and Seven Stars at 7.30pm