

Report of Meeting held on 5th August 2009 at The Old White House

Present: Peter (Chair), Nils, Pat, Rosemary, Tanya and Sue

1. **Apologies:** Mark, Jerry and Mac

2. **Communications**

Communications via website now up and running. Contact could be made either via the front page, under 'Contacts' or via 'Topics' page.

It was agreed to include theme group members' names under their respective groups, as included in the monthly reports to be posted under 'Topics'.

Pat agreed to continue to update the website for the time being. Sue plans to take this on asap – hopefully mid-end Aug 09.

Pat requested that everyone looked at the website and feedback to her with their comments.

Sue continues to update Wiki and all were reminded that Wiki is accessible to members of the PPSG to upload reports etc individually – Sue happy to assist.

3. **Questionnaire**

a) **Editorial Rationale**

- To ensure **All** parishioners are represented
- A series of questions is in its 2nd iteration – Chris Gooding is involved
- Practicalities of delivering/collecting Questionnaires to be addressed

Peter had written an article for the Parish Recorder

As previously agreed, the PPSG hoped for a 50% (minimum) reply to the questionnaire. Response to the questionnaire should be seen as a milestone. In the meantime, consultations were encouraged to continue, not least to maintain focus.

Peter reported that, to date, over 400 people had already been involved with the process.

b) **Draft Questionnaire**

Peter referred to his report of 4th August (Draft Questionnaire) which, he suggested, would need refining prior to circulation. Though it will be possible for respondents to complete selected parts of the questionnaire only, the expectation should be that most, if not all, will be fully addressed. As an incentive, a 'prize' was proposed for the first completed questionnaire to be drawn after the return date.

4 of the 6 Theme Groups had supplied suggested questions. (Community Safety and Employment, Business & Agriculture still to provide their questions.)

The Questionnaire will aim to cover between 8 -12 sides of A4 – this will be decided by the sub group designated (see below, item 4)

4. Distribution and Collection for Questionnaire

Sub Group: Peter, Rosemary, Nils and Tanya. This group will meet asap to produce 2nd draft of questionnaire for next meeting.

Distribute:	4 th /5 th /6 th September }	details of distribution &	ALL
Collection:	9 th – 12 th September }	collection to be arranged	ALL

All questionnaires to be collected by Sunday 13th August.

Central collection points: - Cradley Post Office
- Cradley Butchers

The use of incentives to encourage completion of questionnaires was discussed, (eg: lunch at Blue Ginger, Supper at The Red Lion etc) together with importance of offering anonymity. Also, additional questionnaires to be available to households with multiple occupants – in order to encourage maximum uptake.

Peter to obtain a map of the Parish Boundaries from Mark and send to Pat
Pat to produce a comprehensive distribution list for the next meeting. This will also be available on the website. **PAT/PETER**

a) On-Line communication:

- 'Survey Monkey' suggested as possible software programme by Jonathon for £12.50pm .
Peter had spoken to Ken Nason who was familiar with this software

b) Young People (12 – 18 age group)

- Questionnaire to be available On-line/Face Book **NILS/PETER**
- Steve Boffy (Chair of FOCS) to be invited to assist
- Main questionnaire to include 'open, flexible questions' appropriate to all young people.

Note: Further opportunities:

- 1) Evergreen Coffee Morning: 11th August at Upper Vinesend
To be attended by Sue, Rosemary & Peter re: PfR
- 2) Produce Show on 10th Sept

JERRY

Feedback from PfR to be posted on the Website asap.

SUE

5. Establishment of Editorial Group

see above (item 4)

6. Date of Next Meeting: Monday, 17th August, 7.30pm at Penny Cottage