

**MINUTES**  
**CHORLEYWOOD COMMUNITY PLAN STEERING GROUP**  
**PARISH COUNCIL OFFICE, MONDAY 19TH MAY 2014, 7.30 pm**

**Present :**

Jackie Worrall (Chair & Treasurer) - Parish Council  
Steve Watkins, Vivien Lantree - Parish Council  
Gareth Hunt – Friends of The Common  
John Sheldon – Neighbourhood Watch CW West  
Dr Stuart Parish - Neighbourhood Watch CW East  
Joyce Manktelow – Chorleywood Care  
Heather Kenison - Loudwater Residents Association  
Owen Edis (Sec.) - Residents' Association  
Myfanwy Ronchetti - CW Mums  
Cynthia Lloyd - WRVS

**1. Apologies for Absence**

Jane White - Parish Council  
Eddie Clarke - Business Association  
Di Parmar (Deputy Chair) - Residents' Association

**2. Approval of the Minutes of the Last Meeting**

Accepted as a faithful record and signed off

**3. Introduction of Emma Flude from Youth Council**

Emma did not attend

**4. Website and Logo update**

The PC website now has a link to the CPSC website. New logo completed in time for French Market. All liked.

**5. French Market**

Leaflets were distributed and a short questionnaire handed out to put in a box. Positive comments were received. It was decided to repeat this in the library but special permission needs to be given. An application will be made. The same will be repeated at Village Day on July 12th between 12 and 4. For this we shall have a separate stand with those manning it handing out publicity leaflets. A suitable site needs to be booked and publicity given in the Chorleywood Magazine. Jackie will attend to these items.

**6. Update on Consultancy**

The Sarratt person who helped with their plan has declined but put us in touch with a professional. We are finding out how much they charge. Still trying to get in touch with Croxley Green. We would like to know how their project was managed, funded and what TRDC facilities were used or help given.

The person who does the PC website is prepared to produce a survey monkey for our questionnaire. This would need to be reconciled with the postal questionnaire. Jackie needs to ascertain costs for doing this.

**7. Finance**

As there is no budget but we shall be incurring costs e.g. consultancy, in the near future, it was agreed to make a central government application for the maximum of £7000 immediately. Vivien had issued a draft budget back in February and that will be updated and used for the application. Ideas were put forward for distribution of the questionnaire using Neighbourhood Watch or The Residents Newsletter that would not be a cost this project. It was also thought that as Neighbourhood Watch have a sponsor, perhaps the Business Association could find a local business sponsor to help our project with funding.

**8. Reports from the sub groups**

Reports were given under the headings from the last meeting by the leads of each group. Draft questionnaires were handed round. It was noted the different approaches will mean we need to have an agreed similar and consistent format. We would work on a scale of 1 to 5 that would cover responses such as Strongly agree, agree, neutral, disagree, strongly disagree. There needs to be a comments field. Jackie said we will need a professional to help get our questions into the same format. It is important to consider what realistically we want to get out of the responses and that the answers are deliverable/implementable. As well as asking about what the community would like to have we need to include what the community do not want to happen or changed - an example given was the loss of a bank and Post Office having a large impact on the Village.

It was agreed that some prioritization should be given to each of the questions by the sub groups. We do not want the questionnaire to be overwhelmingly large. Each group were asked to email their drafts to Owen for distribution with these minutes.

### **9. Future dates**

We plan to launch the public consultation on Sunday 21st September at the Memorial Hall (booked already).

Meetings between now and then for your diaries are as follows:-

Monday 23rd June

Monday 21st July

Monday 18th August

Monday 15th September

### **10. Elections**

All Councillors are standing again for election. If not elected, the feeling of the meeting is that they should continue to serve on the CPSC.

Written by:

Owen Edis

Approved by:

Jackie Worrall (Acting Chair)