

**ROSS-ON-WYE TOWN PLAN**  
**THURSDAY 4<sup>TH</sup> DECEMBER 2008**  
**7.15pm**  
**The Larruperz Centre**

**Present:** Rob Brain, Colin Gray, David Smith, Brian Atherton, John Edwards, Nigel Gibbs, Tony Bailey, Chris Bartrum, Chris Gooding, Stephen Earl, Mary Brewin, David Dawson, Dai Harries, Dennis Humble, Caroline Utting.

**Apologies:** James Weatherhead, Pam Stevenson, Jane Roberts, Brian Marshall.

**Minutes of the previous meeting:** The minutes of the last meeting were accepted as a true record.

**Matters arising:** Rob asked if the software that has been bought was working well. Brian said that it was.

Rob thanked everyone who had been involved in the PfR events and asked Caroline to write to the volunteers who had helped out but were not on the Steering Group.

**Focus Group Report:** Dai Harries, Chris Gooding and Stephen Earl. Dai reported that he had spoken to Dennis Humble about forming focus groups from users of the Ryefield Centre who include disabled and elderly people. The Ross Lions were also going to be consulted.

Chris Gooding commented that in addition to these immigrant workers and sports clubs need to be approached to show that the Steering Group had made efforts to consult the harder to reach groups.

Dai brought up "The Rural Media Co." which has done some work with migrant populations in Herefordshire already as a useful source of information. He said that they planned to approach some of the farmers in the Ross area who employ migrants.

Caroline mentioned that she had written to The Catholic Church but had not as yet had a response.

John Edwards suggested that age Concern be approached to form a focus group.

**The focus groups will be held in January.**

**Questionnaire:** Brian said that if the focus groups were completed in January a final draft questionnaire could be produced by February and sent out in March. Responses would be collected in April and analysis carried out in May so that the Plan could be produced in September. Five members of each household will be able to respond on each questionnaire.

**Planning for Real feedback:** The PfR at John Kyrle High School was held on 25<sup>th</sup> November and ran for 45 minutes over the lunch break. 68 people (mostly pupils) attended.

Brian handed out a summary of the results from all the events. He commented that the two principle areas of concern that have been identified are traffic issues and

sporting and leisure facilities. He commented that we need to discover what is wrong with these so that solutions can be proposed.

Brian showed the meeting a prototype questionnaire. A small working group was set up to formulate the questionnaire – Brian Atherton, Chris Gooding, Mary Brewin, Rob Brain and Caroline Utting. This group will meet on Tuesday 16<sup>th</sup> December. **It was agreed that the prototype questionnaire should be posted on the website for group members to look at and comment on before 16<sup>th</sup>.**

**Treasurer's Report:** John reported that the current balance of funds stands at £8,687.14 which doesn't include the £1,500.00 from Herefordshire Council which can only be claimed against receipts. John is going to speak to the appropriate officers to claim this money. The expenditure of RoWToP so far was shown in his report. A proposition to pay the outstanding receipts was proposed by Dai Harries and seconded by Stephen Earl.

Any other business: The next meeting will be the AGM. **Action on John Edwards and Caroline Utting to write a press release to advertise the questionnaire and AGM.** All nominations for officers should be received before the next meeting.

**NEXT MEETING: THURSDAY 8<sup>TH</sup> JANUARY 2009 7.15**