

Minutes of SAVE meeting held at 7.30 pm on 25 July 2002 at The Red Lion

Present: Sariah Crosssley, Sharon Crumpler, Stuart Crumpler, Derrick Crumpler, Philip Wilford, Graham Percival.

In attendance: Diana Cook

Apologies: Hazel Kingston.

The meeting started informally whilst awaiting members to arrive and continued in this vein.

Stuart handed Diana a list of queries arising from his downloading of questionnaires onto batchweb.(copy attached)

Diana was convinced that the problem had arisen since SAVE had used their own version of the printed questionnaire and not the 'word' version that L&RRCC had produced. Stuart and the rest of the group disagreed with this as the 'Internet' version had been checked against the printed version and necessary amendments made by L&RRCC.

Stuart asked if there was a problem in amending the batchweb software, Diana replied that she did not think so.

Sharon reminded everyone that at the last meeting, Rebecca agreed to meet with Graham & Stuart to discuss the required amendments.

Graham expressed his concern that he had not yet received clearance from Rebecca to install the batchweb software on his PC. Diana was under the impression that Rebecca had emailed Graham. Graham had not received any mail and reaffirmed his concerns about falling behind on timescale.

Derrick expressed his concern that batchweb was not usable by commercial data handlers.

Diana responded that they should be able to use it but that the questionnaire would normally be in a different format. Stuart disagreed with this.

Stuart asked Diana if the 'temps' L&RRCC intended to use for inputting the information were to be trained, what their charges would be and how long they would take to input the questionnaires.

Diana was unable to answer at this point in time as this was a 'pilot scheme.

Graham reiterated his concerns regarding time scales and the need for him to report to the Parish Council on 5 September.

Sariah wondered if it was more appropriate to use a different agency to input the information using a different format eg 'Excel'

Sharon thought we should stick with batchweb if possible since that was the purpose of the pilot scheme

Graham again said it would seem sensible for a representative from Merlinco to attend a SAVE meeting to obtain first hand feedback of the problems and offered to go to their London base if this was not feasible.

Diana was unsure since she felt they would have to use pay a consultancy fee. Derrick did not think this appropriate since Merlinco had not produced workable software in accordance with L&RRCC brief.

Stuart wondered if Diana had experienced any problems in loading software in her office and continued by outlining some of the technical problems

Diana was not aware of any problems but would take our queries back and that this was the first time she was aware of any problems. Derrick pointed out that SAVE had always sent comments to either Diana or Rebecca.

Sharon urged the meeting to formulate a way forward

Derrick proposed that Diana should obtain a price and timescale from both IDA (Merlinco's

sister company) and the 'temps' based on inputting 1000 questionnaires. (This was subsequently amended to 868 adult and 72 youth questionnaires)

Diana said she would hope to have the information by Monday and it was agreed that Diana would put the information into an email to Graham and Stuart **Action: Diana**

Diana was somewhat taken aback by the groups enthusiasm to get the results published, in her experience, six months was the norm

Some discussion then ensued regarding the Internet format of the questionnaire

Stuart sought confirmation that software allowed cross referencing eg how many men in any age group approved of the traffic calming measures. Diana said that this was possible.

Graham wondered if it was possible to compress the questionnaire to enable more questions to appear on the screen at any one time.

Diana was concerned that the discussions were getting too technical and agreed that it might be sensible to use a consultancy day but she would also need to attend that meeting. Diana went on to say that an 'interviewing' option was available which required the use of the whole programme. Since they only had 7 licences this would probably cause a problem trying to utilise.

Stuart expressed his concerns about the accuracy of inputting information by volunteers and felt that a commercial enterprise would be preferable.

Diana again expressed surprised that we were 'champing at the bit'

Stuart and Sariah both said there was a need to progress in order to maintain motivation and general interest.

Sariah felt that Merlinco customer services should have concerns since nobody on the group was impressed with their work.

Diana pointed out her heavy work load ie 93 parishes to support plus her managerial duties and hence could not provide as much support to the group as she might like.

Graham offered to meet with Ray (computer advisor to L&RRCC) if that would help to resolve problems. Diana agreed to find out when he returned from leave. **Action: Diana**

Stuart proposed expending approximately £250 to obtain an accurate quotation Fletcher Data Input but it was agreed that we should wait to see if Diana can come up with method of inputting information and then resolve other problems. What was required for the inputting should not be a hassle to SAVE and should be at the least possible cost.

The meeting was drawn to a close at this point since guests for our 'thank you party' were waiting.

It was agreed that remaining items on the agenda to be discussed at the next meeting.

The next meeting to be held on 6 August 2002 at 7.30 at The Red Lion

The meeting closed at 8.40pm

Agenda for next meeting

Apologies

Minutes (Meetings of 11 and 25 July 2002)

Matters arising

Correspondence

Processing of returned questionnaires

Design of Appraisal Booklet

Any other business

Date and venue of next meeting