



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE  
HASKELL CENTRE  
MIDHURST ROAD  
LIPHOOK  
HAMPSHIRE GU30 7TN

**A MEETING OF THE VILLAGE APPRAISAL WORKING PARTY TOOK PLACE AT 8.00PM IN THE LIPHOOK MILLENIUM CENTRE, MIDHURST ROAD, LIPHOOK ON THURSDAY 1 MAY 2008**

## MINUTES

**PRESENT WERE:** Mr P Jordan (Chairman), Mr N Everett (Secretary), Mrs B Easton, Dr J Tough, Mr M Croucher (Parish Councillors), Mr L Futchter, Mrs K Everett (Working Party Members)

### 80/08 CHAIRMAN'S ANNOUNCEMENTS

None.

### 81/08 APOLOGIES FOR ABSENCE

None.

### 82/08 MINUTES OF THE MEETING – 03 APRIL 2008

Minutes were reviewed and accepted with no changes.

**Decision:** Agreed

### 83/08 MATTERS ARISING FROM THE MINUTES – 03 APRIL 2008

Matters were dealt with under the appropriate agenda item.

### 84/08 DECLARATIONS OF INTEREST

No member declared any interest.

**85/08 DEVELOPMENT OF QUESTIONNAIRE**

Questionnaire has been completed and is being printed.

**86/08 LOGISTICS OF PRINTING QUESTIONNAIRE, DISTRIBUTION AND COLLECTION**

84 properties have been identified as requiring separate delivery by the WP. It was agreed that they will be delivered by post at an estimated cost of £30. Envelopes will be addressed by hand.

Van has been booked. KE had prepared a hand-over pack to help PJ and MC. 3800 surveys will be delivered to Royal Mail which should correspond to 38 boxes (to be confirmed with printer). Must keep back 200 surveys!

<b><u>Decisions:</u></b> Send the extra 84 surveys by individual mailing	<b>PJ</b>
Envelopes to be addressed and stamped by hand	<b>BE/PJ</b>
Confirm number of boxes and number of surveys per box	<b>KE</b>
Tell EHDC post room not to open the returned envelopes	<b>KE</b>
Royal Mail handover slot to be booked by phone before 8 <sup>th</sup> May	<b>PJ/MC</b>
Surveys for Royal Mail to be picked up from printers and delivered to Swindon on 8 <sup>th</sup> May. Activity includes taking photos	<b>PJ/MC</b>
Surveys for delivery by hand / helpline contact spares / Parish Office spares / master copies to be distributed in time for start of survey delivery period (19 <sup>th</sup> May)	<b>PJ/MC</b>

**87/08 RAISING AWARENESS AND GAINING SUPPORT**

Draft press release had been circulated, JT had produced a short version based on this draft. It was agreed to use JT's version with KE checking the facts. Issue press release on May 9<sup>th</sup>, along with photos.

JT to draft follow-up press release. Agreed that follow-up press release to be issued on May 22<sup>nd</sup> with any additional suitable photos.

All press releases to be checked with Tony Groves before issuing.

JT/MC had prepared draft posters, minor changes were agreed. JT to make changes and do the printing (30 A4, 6 A3, 1 A3 laminated). Agreed to create a large poster from laminated A3 components (as JT has done before) to be placed in LMC outside notice board.

PJ to distribute the posters to shops on May 26<sup>th</sup> pm.

KE had drafted the help notes; wording was approved with minor changes. KE had prepared a large print version, a master copy to be supplied to Parish Office for them to copy if necessary.

<b><u>Decisions:</u></b> Check facts in JT press release version and get input from Clerk	<b>KE</b>
Issue press release to usual list on May 9 <sup>th</sup>	<b>PJ</b>
Draft follow-up press release and circulate to WP members and Clerk	<b>JT</b>
Issue follow-up press release to usual list on May 22 <sup>nd</sup>	<b>JT</b>
Print posters	<b>JT</b>
Distribute posters on May 26 <sup>th</sup> pm	<b>PJ</b>
Put up large poster on LMC notice board on May 26 <sup>th</sup>	<b>JT</b>
Issue Parish Office and helpline contacts with help notes and large print version	<b>KE</b>
<b><u>Ongoing actions</u></b>	
Contact Parish Office regarding A-board at Sainsbury's and follow-through as required	<b>PJ</b>
Draft PP information sheet	<b>NE</b>

**88/08 PREPARATION FOR DATA ANALYSIS & INTERPRETATION**

Ask Parish Office to keep all returns sealed and store in the loft. If it starts to take too much room then ask us to collect them and WP members to store at home.

Envelopes to be opened at June 10<sup>th</sup> meeting, will separate prize draw tickets and then number surveys. Surveys to be stored in bundles of 10 with elastic bands in archive boxes (approx 1 per WP member) for distribution to WP members for data input.

Development of data input tool is progressing well, KE will provide the tool at the next meeting along with a short training session.

<b><u>Decisions:</u></b> Draft data input tool	<b>KE</b>
Buy archive boxes and elastic bands	<b>NE/KE</b>
Ask Parish Office to keep all returns sealed until 10 <sup>th</sup> June	<b>KE</b>

**89/08 OTHER BUSINESS**

None

**90/08 TIMETABLE & RESPONSIBILITES**

Date of next meeting is June 10<sup>th</sup> at Haskell Centre, start time changed to 7pm.

**91/08 DATE OF NEXT MEETING**

The next meeting will take place on **Tuesday June 10<sup>th</sup> 2008 7pm** in the Haskell Centre.

**CONCLUSION** – This concluded the business of the meeting

Confirmed at the meeting held on June 10<sup>th</sup> 2008

Signed .....  
Chairman