



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE
HASKELL CENTRE
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A MEETING OF THE VILLAGE APPRAISAL WORKING PARTY TOOK PLACE AT 8.00PM IN THE LIPHOOK MILLENIUM CENTRE, MIDHURST ROAD, LIPHOOK ON THURSDAY 3 APRIL 2008

MINUTES

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

68/08 CHAIRMAN'S ANNOUNCEMENTS

None.

69/08 APOLOGIES FOR ABSENCE

Mrs B Easton

70/08 MINUTES OF THE MEETING – 11 MARCH 2008

Minutes were reviewed and accepted with no changes.

Decision: Agreed

71/08 MATTERS ARISING FROM THE MINUTES – 11 MARCH 2008

Matters were dealt with under the appropriate agenda item.

72/08 DECLARATIONS OF INTEREST

No member declared any interest.

73/08 DEVELOPMENT OF QUESTIONNAIRE

Email feedback from Jo Dixon (CAH) had been received and largely echoed those raised by the WP and hence have already been incorporated into the final version. Final version has been agreed. Content and format is now frozen.

74/08 LOGISTICS OF PRINTING QUESTIONNAIRE, DISTRIBUTION AND COLLECTION

Royal Mail have given positive confirmation of their approval of the content, physical dimensions and weight of the mailing.

Middle size envelope (between C4 and C5) has been selected at no extra cost. Final artwork for prize draw ticket and envelope have been received from the printer and was approved.

Agreed to give printer the final okay to print prize draw ticket, envelope and questionnaire.

Distribution to non GU30 7 addresses (i.e. Hammer Vale) to be done by BE with support from NE/KE if necessary. Need to ensure sufficient questionnaires are kept back (about 40). Need to check on whether Bramshott Chase is within in the GU30 7 area.

Need to book a suitable size van and arrange rest of handover details including booking a slot with Royal Mail.

Need to request EHDC to not open any envelopes. Also need to agree how returned envelopes and questionnaires are physically handled. To be discussed at next meeting.

<u>Decisions:</u> Give printer go-ahead for printing all items	KE
Check on whether Bramshott Chase is within the GU30 7 area	PJ
Ask printer to estimate number of boxes to be used for packing	KE
Book van for Royal Mail handover	PJ/MC
Organise final handover details	KE/PJ/MC
Distribution to non GU30 7 houses during main delivery week (w/c 19th May)	BE (and KE/NE as reqd.)

75/08 RAISING AWARENESS AND GAINING SUPPORT

Advice from Tony Groves: Suggested a concentrated effort on press & posters in the week before delivery (w/c Mon 12th May). He offered to help and advise as required.

Agreed to issue a press release to be published the week before delivery (w/c Mon 12th May) and during the week of delivery (w/c Mon 19th May) (two different press releases needed). PJ to draft press releases and run draft past Tony and NE before release. These will include various photographs, suggestions include:

- Handing over of questionnaires from printer outside his offices;
- Handing over to Royal Mail outside sorting office;
- WP outside the Parish Office.

All above to be arranged and taken at appropriate points.

Papers to target: Herald (Liphook and Haslemere); Petersfield Post; Messenger; Times & Mail, Portsmouth News, plus any others with local circulation.

Delta Radio to be sent the press release and asked to do a plug every day, plus arrange an interview.

Posters: Simple design, A4 size. JT to design posters, including a big one for LMC notice board.

Locations for posters: Shops (those we use for the monthly cinema), Library, LMC, Parish Notice Boards, Railway Station Decided to not proceed with a general poster campaign, including not doing staggered signs by roadside.

Sainsbury's: LMC notice board has not been reinstated. Ask them if we can put an "A" board with poster on. PJ to ask Ann for advice.

Flyers: JT and MC to produce. A5 size, Black & White, 1 ream of A4 chopped in half.

Websites: JT to put info on PC website. Contact Liphook.co.uk as well. PJ to send organisers press release.

JT to include advert on cinema presentation.

Parish Plan information sheet that will be available in the Parish Office for interested members of the public will be written by NE.

KE to draft a guidance sheet by next meeting for Parish Office staff and WP members acting as phone contacts to help them deal with any questions that they receive.

<u>Decisions:</u> Draft two press releases for distribution to local papers, radio and Liphook.co.uk and circulate to Tony Groves and NE	PJ
Take photos at handover to accompany press release	PJ/MC
Distribute press releases to appropriate newspapers and Liphook website at appropriate points for publication	PJ
Contact Parish Office regarding advice about Delta Radio and then contact radio	PJ
Prepare artwork for posters and fliers by next meeting	JT/MC
Contact Parish Office regarding A-board at Sainsbury's and follow-through as required	PJ

Distribute posters and fliers to agreed locations for display during the delivery week (w/c 19th May) and week after	JT/MC
Prepare advert for cinema presentation	JT
Add information to Council website	JT
Draft PP information sheet	NE
Draft guidance sheet for Parish Office	KE

76/08 PREPARATION FOR DATA ANALYSIS & INTERPRETATION

WP to capture data from questionnaire and report simple results on a question-by-question basis (i.e. no cross-question analysis). Further analysis would be left for the Parish Plan group to complete in accordance with their needs.

Agreed that KE would produce a data capture tool in Excel to automate the process with simple built-in checking logic, plus an instruction sheet to ensure consistency. KE to produce draft by next meeting.

Decisions: Draft data input tool KE

77/08 OTHER BUSINESS

LF asked how the Parish Councillors had responded to the proposal made by NE regarding Parish Plans at the last Parish Council meeting. NE explained that it had been rejected as it was out of date, having been originally proposed for the previous meeting. The councillors had asked NE to resubmit a revised proposal to the next council meeting, concentrating on how the PC could proactively facilitate and support the creation of a Parish Plan. Various ideas and issues were then discussed.

78/08 TIMETABLE & RESPONSIBILITES

Date of next meeting changed to May 1st at LMC, with the following one on June 10th at Haskell Centre.

79/08 DATE OF NEXT MEETING

The next meeting will take place on **Thursday May 1st 2008 8pm** in the Liphook Millennium Centre.

CONCLUSION – This concluded the business of the meeting

Confirmed at the meeting held on 1 May 2008

Signed
Chairman