



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE  
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HAMPSHIRE GU30 7TN

**A MEETING OF THE VILLAGE APPRAISAL WORKING PARTY TOOK PLACE AT 7.00PM AT THE HOUSE OF CLLR PHILIP JORDAN (CHAIRMAN) ON TUESDAY 10 JUNE 2008**

## MINUTES

**PRESENT WERE:** Mr P Jordan (Chairman), Mr N Everett (Secretary), Mr M Croucher (Parish Councillors), Mrs K Everett (Working Party Member), Mrs J Jordan (Member of Public)

### 80/08 CHAIRMAN'S ANNOUNCEMENTS

The meeting was held in Cllr Jordan's house as the WP were unable to use the Haskell Centre for reasons that were unknown.

### 81/08 APOLOGIES FOR ABSENCE

Mrs B Easton, Dr J Tough, Mr L Fitcher

### 82/08 MINUTES OF THE MEETING – 01 MAY 2008

Minutes were reviewed and accepted with no changes.

**Decision:** Agreed

### 83/08 MATTERS ARISING FROM THE MINUTES – 01 MAY 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**

Completed

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

The relative success of the printing and distribution of the questionnaire to all households was discussed. It was felt that in general this had been a success. KE reported that some businesses had received the packs about 2 weeks after the delivery slot and NE reported that he had heard that some houses in Hewshott Lane had not received their packs. There was a discussion as to whether Royal Mail should be contacted regarding these errors, but on balance it was felt that it would not benefit the survey and it was unlikely that any money could be recovered without firm proof.

ME, PJ and KE all reported that telephone enquiries had been few in number and were easily handled as they related to matters such as some addresses receiving packs in Milland, which had been expected as Royal Mail had delivered to the whole GU30 7 area. There were some comments that health care facilities had not been adequately covered and some feedback that the survey was too long. KE reported that the Parish Office staff had not received any particularly difficult or numerous queries.

**Decisions:** Email the printer to thank him for his work. KE

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

It was felt that this activity had gone well and that the articles in the press had been beneficial. The posters looked good and assisted in raising awareness.

The draw will be carried out at the Parish Council meeting on June 30<sup>th</sup>. A press release is to be prepared to update the community on the number of replies received, thank the respondents for their efforts and publish the winning ticket number. This is to be prepared for the PC meeting and passed to the Herald reporter with the winning number on the evening.

**Decisions:** Draft press release and circulate for amendments. Hand to Herald at PC meeting with winning ticket number. NE

Bring draw tickets to PC meeting 30th June NE

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

The main segment of the meeting was devoted to opening the responses, separating the draw tickets, labelling and bundling the completed surveys. Special thanks goes to Mrs Jane Jordan who spent the whole evening helping us to carry out this activity. The count on the evening of completed surveys came to just short of 1470. This is expected to increase by a few as the last responses come in. There were very few completely blank responses and the majority enclosed a completed return-half ticket for the draw as well. Surveys have been

numbered, bundled into packs of 10 using elastic bands and packed into wine boxes which have also been labelled. PJ is to arrange for these to be stored at the Parish Office pending data input. KE will handle any remaining replies and pack in a similar manner.

Owing to the size of the above tasks, there was no time to discuss the data input method and tool in any depth. KE reported that it was now almost complete but would benefit from some testing using real data before the main inputting activity began. It was therefore agreed that KE would take some responses for testing and the rest would be stored until being distributed to those working on the input. It was felt that it would be better to handle any training required by individuals on a one-to-one basis at a convenient point rather than in a full meeting format.

**Decisions:** Arrange storage of the responses **PJ**

Finish testing data input tool, prepare guidance material and  
organise logistics of data inputting including contacting all  
WP members. **KE**

**89/08 OTHER BUSINESS**

None

**90/08 TIMETABLE & RESPONSIBILITIES**

No definite timetable has been set for data input as it is very difficult to estimate at this point how long the activity will take. It was provisionally agreed that a progress meeting would be held at the end of August.

**91/08 DATE OF NEXT MEETING**

The next meeting date was not set.

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

Confirmed at the meeting held on 2008

Signed .....  
Chairman