



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 HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON TUESDAY 11 MARCH 2008

MINUTES

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

57/08 CHAIRMAN'S ANNOUNCEMENTS

None.

58/08 APOLOGIES FOR ABSENCE

Dr J Tough.

59/08 MINUTES OF THE MEETING – 26 FEBRUARY 2008

Minutes were reviewed and accepted with no changes.

Decision: Agreed

60/08 MATTERS ARISING FROM THE MINUTES - 26 FEBRUARY 2008

Matters were dealt with under the appropriate agenda item.

61/08 DECLARATIONS OF INTEREST

No member declared any interest.

62/08 DEVELOPMENT OF QUESTIONNAIRE

Introduction and instructions have been drafted and circulated. Agreed to not include a letter-style introduction from JT as PC Chairman. Minor word changes were made to the introduction.

Parish Office had written to PJ to express their concern over workload in dealing with telephone queries about the survey during the response period in late May. Therefore PJ, MC and NE agreed to provide their personal telephone numbers as POC (Jordan 0900-1000, Everett 1400-1600 Croucher 1800-2000). Agreed that only information sheets and spare copies to be available from the Parish Office. All contact details will put on the back page of the survey

Draw ticket wording and style was approved, as per the version that KE discussed with the printer. Draw will take place on June 30th at the PC meeting. Minor typos were corrected following proof reading by several WP members.

It was agreed that no further changes to the survey will be made and content is now frozen. KE will make all changes as agreed and supply printer and Royal Mail with final version.

Decisions: Telephone enquiries from public will be dealt with by nominated WP members. Spare copies and information sheet will be available from Parish Office.

63/08 LOGISTICS OF PRINTING QUESTIONNAIRE, DISTRIBUTION AND COLLECTION

KE had drawn up a detailed specification for the printer based upon decisions at previous meetings. KE had met with the printer to discuss final details of this printing specification and arrangements. Printer provided a final quote against this specification. The meeting approved this specification and quote.

There was one outstanding point in the specification that needs to be confirmed, namely the exact size of envelope as either C4, C5 or between C5/C4. The printer will investigate these options and provide costs. It was agreed that all options were acceptable and that they authorised KE to agree the most practical solution with the printer on the proviso that the costs did not increase significantly over his original quote for C4 envelopes. The printer will be asked to reissue quote against the revised specification.

It was agreed that a contract based upon this revised specification and quote should be raised by the Parish Office with the printer on a timescale agreed by KE and PJ.

The printer will provide a dummy blank pack which will be sent to Royal Mail together with electronic copies of the wording of all items for their approval.

A better quality version of the logo to be obtained from JT if available.

KE has obtained sample reply envelopes from EHDC and reported that the cost for 4000 would be pro-rata from those previously provided for a quantity of 3900 at £109.60. Sample was approved and it was agreed that 4000 envelopes will now be ordered through the Parish Office.

Delivery to Royal Mail at Swindon was decided for May 8th. It was agreed that a van (e.g. standard transit) will need to be hired. A delivery slot with Royal Mail also need to be arranged.

The issue of delivery to the households in Hammer Vale was discussed. The decision of how to deliver to these households is deferred until the next meeting

Decisions:	Ask printer to reissue quote to reflect envelope size decision.	KE
	Ask Parish Office to arrange printer's contract	PJ
	Organise sample to be sent to Royal Mail for their approval	KE
	Ask Parish Office to order 4000 EHDC reply envelopes.	KE
	Book a van when certain of the delivery	PJ/MC
	Book delivery slot with RM when certain of delivery	KE

64/08 RAISING AWARENESS AND GAINING SUPPORT

Nothing to report. Decided to pick this up at the next meeting

65/08 PREPARATION FOR DATA ANALYSIS & INTERPRETATION

Nothing to report as development of the tool has stopped until the questionnaire had been agreed.

66/08 TIMETABLE & RESPONSIBILITIES

Date of next meeting changed to April 3rd and following one on May 8th, both at LMC.

67/08 DATE OF NEXT MEETING

The next meeting will take place on **Thursday April 3rd 2008 8pm** in the Liphook Millennium Centre.

CONCLUSION – This concluded the business of the meeting

Confirmed at the meeting held on 3 April 2008
Signed
Chairman