



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF THE VILLAGE APPRAISAL WORKING PARTY TOOK PLACE AT 8.00PM IN THE LIPHOOK MILLENNIUM HALL, ONTARIO WAY, LIPHOOK ON THURSDAY 6 DECEMBER 2007

MINUTES

PRESENT WERE: Mr P Jordan (Chairman), Mrs B Easton, Mr M Croucher, Dr J Tough (Parish Councillors). Mr L Futchter (Working Party Member).

22/07 CHAIRMAN'S ANNOUNCEMENTS

Cllr Amey, having withdrawn from the Working Party, (Minute 10/07) has been replaced by Cllr Tough. He was welcomed and thanked for volunteering to join the group.

23/07 APOLOGIES FOR ABSENCE

Cllr Everett.

24/07 MINUTES OF THE MEETING - 6 NOVEMBER 2007

Minutes were reviewed and accepted with no changes.

Decision: Agreed.

25/07 MATTERS ARISING FROM THE MINUTES - 6 NOVEMBER 2007

Cllr Tough referred to Minute 16/07 and in particular the issue of combining H,B & T's transport questionnaire with that of the village appraisal. He requested that the H,B & T's questionnaire not be included in that of the VA but be sent off separately and as soon as possible. He contended that the questionnaire was for a more specific target group of parishioners and would not benefit from inclusion with the VA and further delay; it had already waited too long to be actioned.

Decision: The already prepared questionnaire on transport would be handled separately and the H,B&T Committee would be informed.

PJ

26/07 DECLARATIONS OF INTEREST

Cllr Tough declared that as a professional transport consultant he worked for a range of clients on community transport matters; however as the parish transport representative he is required to have an interest and participate in such matters.

27/07 MEMBERSHIP OF THE WORKING PARTY

Having spoken to representatives of the schools it is clear that they are very pleased to be involved in determining the topics/sub topics and resulting questionnaire. However they consider that being members of the Working Party would not add further value. The Working Party agreed with this view and recognised that whilst close involvement of key groups in the community is essential, the administrative work would best be left to the Working Party.

Decision: Membership of the Working Party would not be extended.

28/07 DEVELOPMENT OF QUESTIONNAIRE AND THOSE TO BE CONSULTED

Cllr Jordan reported that he had not been able to obtain a copy of the 1991 Village Appraisal from the Parish Office. Cllr Tough questioned if he had been given a copy of the 2004 questionnaire which had at that time been prepared and sent to the printers. He was not aware of its existence and not had been provided with a copy. Cllr Croucher reported that schools had been consulted on the process of topic/question selection. Mr Fatcher had contacted the football and cricket groups and also Scouts/Guides. It was recommended that Cllr Murray be asked to contact Elderly Support Groups. All councillors have received a copy of the topics/subtopics listings requesting return by am Friday 21 December. Cllr Jordan emphasised the importance of ensuring that topics of importance not already included on the list be added for consideration at the next meeting.

Decisions: Topic/subtopic listing being reviewed with the community contacts are to be returned to the Parish Office for am 21 December. This will provide the opportunity for review and summarisation for the next meetings consideration.

The Parish Office would be requested to find these documents together with electronic file if available.

PJ

29/07 LOGISTICS OF PRINTING QUESTIONNAIRE, DISTRIBUTION AND COLLECTION

Cllr Everett's contacts with the Royal Mail continue to support the understanding that distribution can be achieved for <£500. Cllr Jordan had written to the Community Magazine to enquire if they wished to undertake the work through their excellent voluntary distribution group and thereby earn the £500. Should the answer be no then a firm contract will be established with the Royal Mail once details and timing of printing had been finalised. The dates for distribution, if attainable are the 11 and 12 February 2008. Electronic return option should be investigated although we need to be careful that logistics do not become over complicated.

Decisions: Once cleared to do so (a no from Community Magazine and confirmation from printers) check availability of dates and book 11/12 February 2008 with

Royal Mail.
The contracting of a printer was to be followed up.

NE
PJ

Evaluate the feasibility of providing an e-based return.

JT/NE

30/07 RAISING AWARENESS AND GAINING SUPPORT

Prize Draw.

To encourage parishioners to complete the questionnaire it was suggested that entry into a £100 prize be offered. All questionnaires will carry and display a unique number. Should parishioners wish to add, under optional information, their name and address then they will be contacted if they win. Alternatively anonymity of return can be handled but the £100 would have to be ascertained from publication of winning draw number on the Parish notice board.

Use of local press.

The spring addition of the Community Magazine will be too late for the timetable. Liphook Herald and Petersfield Post should be requested to place articles at the appropriate time.

Posters.

Poster should be designed, printed and placed in shop windows and other prominent places emphasising the need for the community to have a good questionnaire return rate.

Decisions: A draft insertion would be prepared for the press by next meeting.

PJ

Proposals for a poster design would be prepared for the next meeting.

BE

31/07 PREPARATION FOR DATA ANALYSIS & INTERPRETATION

Software to record results from the questionnaire and resource for data input requires careful evaluation and planning.

Decisions: To consider the option available, the logistics, timing and the costing of resource to handle input of data.

JT/NE

32/07 TIMETABLE & RESPONSIBILITIES

No change from that included in Minutes of 6 November meeting.

33/07 DATE OF NEXT MEETING

Thursday 3 January 2008.

CONCLUSION – This concluded the business of the meeting
Confirmed at the meeting held on 3 January 2008
Signed
Chairman