



BRAMSHOTT & LIPHOOK PARISH COUNCIL

Mr A S R GROVES
CLERK

Tel: 01428 722988
Fax: 01428 727335
Email: blpc1@tiscali.co.uk

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 HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON THURSDAY 8 NOVEMBER 2007

MINUTES

PRESENT WERE: Mr P Jordan (PJ), Mrs B Easton (BE), Mr N Everett (NE), (Parish Councillors). Mr L Futcher (Working Party Member).

10/07 CHAIRMAN'S ANNOUNCEMENTS

PJ announced that Cllr Amey has resigned from the Working Party (WP) due to personal reasons. Following a discussion it was agreed that vacant post should be offered to another Parish Councillor at the next Parish Council meeting on 26 November.

Decisions: Agenda item for Parish Council Meeting on 26 November.

NE

11/07 APOLOGIES FOR ABSENCE

Cllr Amey.

12/07 MINUTES OF THE MEETING - 16 OCTOBER 2007

Minutes were reviewed and accepted with no changes.

Decision: Agreed.

13/07 MATTERS ARISING FROM THE MINUTES - 16 OCTOBER 2007

Copies of 1980 Village Appraisal were requested by all WP members. PJ reported that the 1991 Village Appraisal (VA) documents had been requested from the PC office, but had not yet been located.

The content and role of Village Design Statement (VDS) versus Parish Plan (PP) was discussed. PJ presented the description provided by the Community Action for Hampshire 2007 website, which clearly described the VDS has only being concerned with planning development, whereas the PP has a much wider brief. LF and MC said that the previous

VDS was prepared by Adrian Bird. It was not clear whether the VA needs to inform both the PP and VDS or just the PP. It was agreed that this matter needed resolving and should be dealt with by the PP WP which had yet to be formed. In the meantime, PJ agreed to contact the Community Action for Hampshire group to seek clarification.

NE had not yet drafted the VA's aim and scope, but would do so before the next meeting.

PJ had discussed the incorporation of the transport questionnaire into the VA with H,B&T Vice-Chairman (Cllr Murray) who requested that it be kept separate (discussion and decision reported in section 16/07)

Decisions: Copies of the 1980 VA to be provided to members.

PJ

Clarification to be sought from Community Action Hampshire over relationship between VDS, VA, and PP.

PJ

14/07 DECLERATIONS OF INTEREST

No member declared any interest.

15/07 WP MEMBERSHIP

Building upon the decision at the last meeting to approach local groups, a discussion as to which groups should be approached took place.

- Schools
- Liphook Infant & Junior Schools PTA
- Bohunt School
- Social Organisations: Sports Clubs, Youth Groups, Scouts & Guides
- Elderly Support Groups: Luncheon Club, Peak Centre, Liphook Age Concern (Peggy Greaves), Day Centre
- Local Businesses
- Local Charities
- Parish Councillors

The plan was to approach people as representatives of wider groups to ensure that the topics and questions on the VA address the issues that matter and were relevant. They could either provide a representative to be on the WP or provide representation to the WP via a Councillor. In the case of Bohunt School. it was agreed that the suggestion would be made to the school that a boy and girl from the senior year would join the WP; with the obvious parental consent being sought etc.

It was felt that some briefing notes were needed to help to ensure constancy and a clear message.

Decisions: Members were to approach:

Schools.

MC

Social organisations.

LF

Elderly Support Groups.

PJ/BE

Local Business.

PJ/BE

Local Charities.

PJ/BE

Parish Councillors.

NE

Briefing notes were to be produced.

PJ/NE

16/07 DEVELOPMENT OF QUESTIONNAIRE

The matter of the H,B&T questionnaire was discussed. PJ and NE agreed to liaise with H,B&T committee. The following compromise plan was agreed:

- General transport questions would be included with the main VA;
- Specific questions as requested by the H,B&T committee would be included in a separate section, which would have supporting briefing notes.

Following a suggestion from BE, it was agreed that careful attention would be made to ensuring that the questionnaire was easily understood. The following plan was agreed:

- A consistent style would be used throughout the questionnaire;
- Examples of how to complete the questions would be provided;
- The questions would be organised into separate sections for each topic area, with a short introduction paragraph.

It was agreed that the generic example questions provided from the pack might need to be tailored or rephrased to make them more applicable to the local area. Additional specific questions might also be needed to address certain issues (e.g. A3 noise, Radford Park, Haskell Centre, rural transport)

The process of deciding which questions to include in the VA was discussed. The agreed process was:

- Agree the high-level topic areas through discussion with local representatives;
- Allocate the chosen topics to one or two WP members. These individuals then draft the questions for their topic using the generic examples as a starting point modified as necessary;
- The WP then approve the suggested questions for each topic, makes changes where necessary to ensure that the entire set of questions address all the issues with no duplications, and have a consistent style.

Decisions: There was to be liaison with the H,B&T Committee over their Transport Questionnaire.

PJ/NE

The plans and processes as set out above were agreed.

17/07 QUESTIONNAIRE LOGISTICS

A wide ranging discussion took place covering all aspects of the logistics. Below is a summary of the outcomes:

Number of questionnaires:

- EHDC have the definitive list of all residential and business addresses.

- Request that the Parish Office liaises with EHDC to obtaining an up-to-date mailing list and estimate of numbers.

Printing:

- Ask the Parish Office about obtaining quotes for the printing and enveloping.

Distribution:

- Ideas:
 - Each Cllr is allocated a number of streets: No
 - Contract Royal Mail to do a walk-sort: Yes
 - Utilise the Community Magazine distribution network and make a donation to the magazine: Yes:
 - Ask Scouts & Guides: No
 - Use same people that distribute the free local papers: No
 - Ask the “Betterware chap”: No
 - A reminder note through everyone’s door was felt to be a good idea if it could be arranged
 - PJ & NE to take responsibility for the distribution process

Collection:

- Ideas:
 - Go to each house: No
 - Freepost envelope included with questionnaire (EHDC can provide and the PC only get charged for those actually used): Yes
 - Completed questionnaires can be deposited at the PC offices: Yes

On-line Survey Facilities:

- Given the large number of people who have access to a the internet at home it was felt that investigating whether the option to complete the survey on-line could be offered along side the paper-based questionnaire.

Decisions: The Parish Office would be requested to liaise with EHDC to obtain an up to date mailing list and estimate of numbers, and quotes for printing and enveloping. **PJ**

The following were to be investigated:

The use of Contract Royal Mail to do a walk-sort. **NE**

The use of the Community Magazine distribution network/donation to the magazine. **PJ**

The use of a Freepost Envelope with the questionnaire. **PJ**

The option to complete the survey on-line. **NE**

18/07 COMMUNICATION

A wide ranging discussion took place covering all aspects of communication. Below is a summary of the outcomes:

Ideas for raising awareness and encouraging a high-return rate:

- Prize draw: Yes. Issues around funding and need to identify the individual
- Article in Community Magazine: Yes
- Article in Herald: Yes
- If the Community Magazine distribution network is used to delivery then they could also deliver a reminder note after 1 week: Yes
- A5 poster in local shops, notice boards, library etc: Yes
- Liphook Website: Yes
- Article on local radio (e.g. Delta FM) : Yes
- Communication via representatives of local groups: Yes
- Calling at houses: No, other than a reminder note.

PJ agreed to draft an advertising and communication strategy.

Decisions: The following were to be actioned:

Prize Draw to be investigated.	MC
Draft words for article in the Community Magazine.	PJ
Draft words for article in the Herald.	PJ
Use the Community Magazine distribution network to be investigated.	PJ
A5 posters for advertising to be investigated and draft produced.	BE
Draft words for Liphook Website.	PJ
Draft advertising and communication strategy.	PJ

19/07 DATA ANALYSIS & INTERPRETATION

Due to limited time this topic was not discussed and will be dealt with at the next meeting.

20/07 TIMETABLE & RESPONSIBILITES

It was felt that at least 6 weeks was required to carry out all the data processing, analysis and production of the final report. It was also agreed that the questionnaire should be returned within 2 weeks of being sent out. Working back from the end the following timetable for the entire VA process was discussed and agreed.

- Topics agreed by early December
- Questions agreed by w/b 14 January 2008
- Finalised version by w/b 21 January 2008
- "Camera ready" version by w/b 28 January 2008
- Printing complete by w/b/ 4 February 2008
- Distribution of VA by w/b/ 11 February 2008
- Return of VA by w/b 25 February 2008
- Report produced by w/b 14 April 2008
- VA report presented to Parish Council meeting on 28 April 2008

Decision: The VA timetable was agreed as set out above.

21/07 DATES OF FUTURE WP MEETINGS

The following dates for future WP meetings were agreed, additional meetings will be arranged as necessary:

- 6 December 2007
- 3 January 2008
- 7 February 2008
- 6 March 2008
- 3 April 2008
- 8 May 2008 (wash-up meeting)

Meetings will all take place at the Haskell Centre starting at 8.00pm unless otherwise agreed.

CONCLUSION – This concluded the business of the meeting at.....
Confirmed at the meeting held on 6 December 2007
Signed
Chairman