



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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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 TUESDAY 19 MARCH 2009**

## MINUTES

**PRESENT WERE:** Mr P T D Jordan, Mr M Croucher, Mrs B Easton, (Parish Councillors), Mr L Futchter, Mrs K Everett (Working Party Members)

### 11/09 CHAIRMAN'S ANNOUNCEMENTS

None.

### 12/09 APOLOGIES FOR ABSENCE

Mr N Everett

### 13/09 MINUTES OF THE MEETING – 20 JANUARY 2009

Minutes were reviewed and accepted with no changes.

**Decision:** Agreed

### 14/09 MATTERS ARISING FROM THE MINUTES – 20 JANUARY 2009

None

### 15/09 DECLARATIONS OF INTEREST

No member declared any prejudicial or personal interest

### 16/09 COMPLETED RETURNS

Of the 3,900 returns issued 1577 were returned completed, a rate of 40.4%.

## **17/09 DATA CAPTURE THROUGH COMPUTER INPUT**

Now completed after some 198 hours of input, or 41 normal working days of effort.

Kate Everett and Cllr Jordan reported that questions requiring a numeric answer (e.g. number of people using cars in a household) had been inconsistently answered, consequently a full interpretation of intended information was not feasible. Such data would be reported as "household" relevant rather than "householder relevant".

A note of caution was voiced concerning attempts to cross reference separate answer data sets in extracting interpretation.

## **18/09 DATA AGREGATION AND INTERPRETATION**

Kate Everett has finalised the data aggregation software. For security all data input has been backed-up onto a freestanding hard drive.

All questionnaire returns will be held until the Parish Council determines that they can be destroyed.

Kate Everett has aggregated the data and produced a draft analysis of tables and diagrammatic representation of the results. A key element out standing is the summarisation of the "love, hate, wish to change" written replies.

As a form of validation check Kate had compared the output of the opening questions concerning age, gender profile and age groupings against the 1991 census. The data demonstrated a reasonable correlation thus indicating that the 40.4% return could be considered as representation of the Parish.

Decision. During week commencing 30th March those working party members available will try and "brown paper exercise" the written replies; to be arranged by P Jordan.

Decision. On Thursday 26<sup>th</sup> March at 10.30 Kate Everett will handover the data files and information discs to Cllr P Jordan and provide a demonstration of the data aggregation excel spreadsheets.

The analytical output produced by Kate Everett was excellent. It now required careful consideration and construction of a summarised commentary. Cllrs Croucher and Jordan undertook to review the results and each produce a simple statement for each questions output. These will be considered at the Working Parties next meeting and a key report issued of not more than 4-5 pages with tables and graphs etc placed in an appendix.

It was agreed that no data should be reported until full consideration is given to the whole report. The work to completion is still substantial and a report to the Parish Council in June a reasonable target date.

**19/09 PARISH PLAN**

It is hoped that the survey exercise would encourage a small group of parishioners, motivated and supported by the Parish Council, to come together to develop a Parish Plan using this prime data as a starting point for further evaluation of Parish needs and desires. Such Parish Plans had now been prepared successfully and to the benefit of many Parishes across the District and County.

**Decision.** The Parish Council to commence progress towards establishing a Parish Plan development process.

**20/09 DATE OF NEXT MEETING**

A date for the next meeting has not been set as this is dependent of the time taken to complete the next phase of work.

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

Confirmed at the meeting held on

Signed .....  
Chairman