



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr A S R GROVES  
CLERK

Tel: 01428 722988  
Fax: 01428 727335  
e-mail: council@bramshottandliphook-pc.gov.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 TUESDAY 26 FEBRUARY 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)

### 46/08 CHAIRMAN'S ANNOUNCEMENTS

Cllr Jordan reported that he has received a letter from Annette Redrupp (Hewshott La) regarding the survey question on a potential dial-a-bus service and the apparent duplication with the H,B&T transport survey. As Cllr Easton explained, Ms Redrupp's concern is that double-accounting of data could arise and lead to an inaccurate assessment of interest. It was agreed that the two data sets would be analysed and reported entirely independently and their source referenced so no problems should arise. Cllr Jordan agreed to respond in writing to thank Ms Redrupp and alleviate her concerns.

Cllr Jordan also reported that some extremely helpful feedback on the draft survey had been received from Parish Office. All agreed that it was very kind of the staff to have undertaken such a thorough review and Cllr Jordan agreed to respond in writing. Their points along with informal feedback collected from various friends and family was considered during item 51/08

**Decision:** Write to Annette Redrupp and Parish Office

PJ

### 47/08 APOLOGIES FOR ABSENCE

Dr J Tough.

### 48/08 MINUTES OF THE MEETING – 12 FEBRUARY 2008

Minutes were reviewed and accepted with no changes.

**Decision:** Agreed

## 49/08 MATTERS ARISING FROM THE MINUTES - 12 FEBRUARY 2008

Matters were dealt with under the appropriate agenda item. Cllr Jordan and Cllr Everett reported that the drafting of the introduction section, prize draw and outer envelope wording were all on-going actions.

Mr Fitcher commented that it was a great shame that the Parish Plan briefing item had been dropped from the February PC meeting as the notes prepared by Cllr Everett were very good. Cllr Everett said that the briefing will take place at the March PC meeting.

**Decisions:** Draft the introduction, prize draw and outer envelope words ASAP NE/PJ

## 50/08 DECLARATIONS OF INTEREST

No member declared any interest.

## 51/08 DEVELOPMENT OF QUESTIONNAIRE

A consensus amongst the feedback was that the survey was too long, a view shared by some on the WP. However, other WP members felt that the length was about right when balanced against the need to collect sufficient data. Cllr Everett reminded them that this survey was supposed to be just the initial part of the consultation and the advice from CAH was to keep it short (about 10mins to complete). It was agreed to cut out or merge questions where possible, but that a significant reduction would not be practical at this stage.

Each point raised in the feedback received from the Parish Office was considered along with the feedback received from friends/relatives and the views of each WP member. In addition, each WP member was asked to identify 5 questions to be deleted. Overall, a large number of changes were made, especially to exact wording, layout and options. Key changes agreed were:

- Delete Q2.4 & Q3.1
- Combine Q3.8 & Q3.9
- Change style of Q3.7 to be like Q3.9
- Combine Q11.5 and Q11.6
- Move Q11.2 to section 2
- Add in two new questions:
  1. Noise (e.g. A3, railway etc.)
  2. Internet access at home
- Q1.1 would consist of named outlying areas (e.g. Griggs Green, Hewshott La, Conford) based upon Cllr Tough suggested list, plus 4 areas to describe Liphook (as defined by the major roads/railway). A simple sketch map would be included to illustrate the 4 areas.
- A organised comments section would be added on blank pages at the end

It was agreed that except proof-reading that the survey was now chilled (i.e. no more changes)

**Decisions:** Prepare and circulate a chilled version based upon complete set of agreed changes KE

## 52/08 LOGISTICS OF PRINTING QUESTIONNAIRE, DISTRIBUTION AND COLLECTION

Mrs Everett has drawn up a list of all the outstanding decision and issues. She also had produced a detailed breakdown of costs against the budget. This showed a forecast of around £300 over budget. All the issues were discussed and decisions made on various details. The key issues were:

- Printing costs would be reduced as survey would now be 32-pages and not the 40-pages originally costed (save about £300)
- The prize draw would only be included if it could be afforded within the budget. If necessary it would be the first item to be cut.
- Delivery to Royal Mail in Swindon would be DIY by hiring a van to reduce cost by about £100
- Have “Bramshott & Liphook Parish Survey” printed on the EHDC reply envelopes, but only if free.
- Get the reply envelopes from EHDC ASAP and store this in the Parish Office (as discussed with Ann)
- The contingency funds of £250 approved by the PC were only to be used if the number of returns was higher than the 66% forecast. Therefore a risk budget was still needed (e.g. penalty fine from Royal Mail is £250)

**Decisions:** Prepare a detailed specification for printer & obtain final quote  
Liaise with Parish Office to procure envelopes from EHDC  
Arrange hire of van for delivery to Swindon

KE/PJ  
KE  
PJ/MC

## 53/08 RAISING AWARENESS AND GAINING SUPPORT

Nothing to report.

## 54/08 PREPARATION FOR DATA ANALYSIS & INTERPRETATION

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

## 55/08 TIMETABLE & RESPONSIBILITIES

Mrs Everett reported that as Royal Mail required an exact sample including all wording for their approval, it would be sensible to clear this hurdle before contracting the printer. Hence the due date for the Royal Mail sample was brought forward to March 17<sup>th</sup>.

Cllr Croucher and Cllr Easton agreed to carry out a detailed final proof-read.

**Decisions:** Proof-read chilled survey and respond with changes to KE

BE/MC

## 56/08 DATE OF NEXT MEETING

The next meeting will take place on **Tuesday March 11<sup>th</sup> 2008 8pm** in the Haskell Centre.

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

Confirmed at the meeting held on 11 March 2008  
Signed .....  
Chairman

DRAFT