

# **BRAMPTON NEIGHBOURHOOD PLAN WORKING GROUP**

## **Minutes for the meeting held on 22 October 2018**

### **At The School Room, Old Brampton**

#### **1. Members present and any apologies.**

The meeting was attended by David Catton, Nicola Cunnane, Anne Harrison, Ken Lawrie, Andrew Towleron and Liz Boswell (Clerk)

Apologies received from Dave Phipps and Andrew Wood

#### **2. Declarations of Interest there were none.**

There were none.

#### **3. Minutes of the last meeting held on 1 October 2018.**

These were approved.

#### **4. Matters Arising.**

It was explained that these were covered in the agenda.

#### **5. Grant Application**

The grant application to Awards for All has been submitted.

- *David Catton to check that they have all the information necessary*

#### **6. Review of proposed survey questionnaire**

Following further review the questionnaire is now summarised to 10 pages and has been reviewed and filled in by a number of people.

#### **7. Choice of Printer**

A number of details of local printers have been provided.

- *Liz Boswell to obtain quotes and lead times for 1000 A4 double sided printed and stapled copies*

#### **8. Choice of delivery company**

A number of details of delivery companies have been contacted, however it has not proved possible to find a cost effective solution for the visiting of each house hold with a script. It was discussed that it would be easier for surveys to be completed where possible via survey monkey as this would negate the requirement for large amounts of data input. Ken Lawrie has obtained an initial quote for the delivery of surveys at £275.00

- *Liz Boswell to obtain a further quote for the delivery*

## 9. Script and Note for delivery company

No longer required – see 8 above

## 10. Review of Action Plan

Date	Action	By
0	<b>Review Plan</b>	Steering Group
1	<b>Obtain Electoral Role</b> -2011 copy available, current copy of addresses requested from NEDDC	Liz
1	<b>Identify and book printer</b> -quotes to be obtained	Liz
1	<b>Finalise print and online versions of survey</b>	David Andrew Rachel
1	<b>Identify and book delivery firm</b> -quotes to be obtained	Ken / Liz
6	<del><b>Write Script for delivery personnel</b></del>	
6	<b>Re-write explanatory note to encourage use of survey monkey, and with collection details for those without internet</b>	David
7	<b>Set up Survey Monkey</b>	Rachel
7	<b>Print 1000 copies of Survey</b>	Printing Firm
7	<b>Brief delivery staff</b> <b>Map and electoral role to be provided</b>	David / Liz
8-15	<b>Agree Survey delivery and collection dates</b> <b>Deliveries asap</b>  <b>Report number of surveys completed each 2/3 days</b>  <b>Follow-up</b> only required if less than 100 surveys received	Delivery firm  Andrew  Steering Group
8-29	<b>Survey period</b>	Residents
16-30+	<b>Enter data from any printed surveys</b> Should not be too onerous if majority completed via Survey Monkey	Steering Group
31+	<b>Analysis of data</b>	Steering Group

**11. Any other Business**

At the next meeting Andrew Towlerton will produce a power point presentation of the survey results. If any information is found to be missing from the completed survey forms, an appeal for information including lists of landmark buildings and green spaces etc can be put in the next Cutthorpe newsletter and on the notice boards.

**12. Date of next meeting**

It was agreed that the date of the next meeting is MONDAY 10 DECEMBER 2018 at 6.00pm at Wadshelf, this is prior to the Parish Council meeting.

Signed \_\_\_\_\_ 12 November 2018

Chairman Brampton Parish Council