

GOODWORTH CLATFORD NEIGHBOURHOOD PLAN (NP) STEERING GROUP (SG)

RECORD OF MEETING 4 APRIL 2016

Location	Stream House, Village Street, Goodworth Clatford
Present	Peter Kiddle (PK); Bob Houghton (BH); Ros Stockdale (RS); Geoff Scard (GS)
Time	6.30pm start; 7.30 pm finish
Agenda	The primary purpose of the meeting was to finalize the arrangements for the distribution of the Neighbourhood Plan (NP) questionnaire.

Item 1 – Update on 21 March workshop

RS was updated on the output from TVBC neighbourhood planning workshop of 21 March which took place in the Guildhall Andover and which was attended by PK, BH and GS of the Steering Group.

Item 2- Final Production of Questionnaire

All 4 members of the SG had proof read the questionnaire. The return date and map version for the Parish were agreed.

Item 3 – Data Extraction/Financial Support

The SG agreed that, for confidentiality purposes, the data from the completed questionnaires should be extracted by an agency from outside the Parish. Two temporary staff would be recruited, one to read out the entry and the other to input it. At 5 minutes per questionnaire and about 420 to process the total task would take about 35 hours for 2 people. The total of 70 hours at £12/hour would hence require a budget of £840 plus VAT. The SG also believed that, to maintain confidentiality, a non-resident would be required to chase-up non-respondents. Assuming that up to 300 electors would require follow-up at, say, 10 minutes per household, 50 hours of effort would be required. This at £10/hour would require an additional £500 plus VAT. Hence, the total request for financial support would amount to £1340 plus VAT.

Item 4 – Immediate Actions

The meeting agreed the next actions, as follows:

PK would e mail all online respondents to thank them for the completed input and to ask them not to complete a paper version as well.

Address labels to be printed – the SG would meet informally to stick the labels to the questionnaires and place them in envelopes. BH would collect cheque from the Parish Clerk and take those questionnaires to be mailed to the village post office (second class postage at 54p).

Instructions would be sent to the printer that the Parish map would be a two-page spread . The paper weight should be no thicker than quoted (postal weight issue).

G T SCARD

20 Dec 16