

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

RECORD OF MEETING 14 JANUARY 2016

Location	Tan Y Bryn, Village Street, Goodworth Clatford
Present	Peter Kiddle (PK); Bob Houghton (BH); Ros Stockdale (RS); Geoff Scard (GS)
Time	6.30pm start; 8 pm finish
Agenda	The primary purpose of the meeting was to finalize the details of the Neighbourhood Plan (NP) questionnaire.

Item 1 – Section 4

It was decided that Recreation Ground and Pavilion should appear as separate items (Sect 4.1).

It was also decided to split mobile phone reception from broadband (Sect 4.2).

Item 3- Production of Questionnaire

It was agreed that if glossy paper were to be used this would still need to be suitable for annotation with either pencil or pen. Address labels would need to be printed and attached. The reply address would need to be printed and attached to all the reply envelopes.

Item 2 – Distribution

The SG discussed the options for packaging the questionnaires for posting. Most addresses would require 2 copies per envelope requiring postage of £1.19. With a distribution of 380, the postage cost would be £452 plus the cost of envelopes. The option of hand delivery to Village Street, Barrow Hill and Church Lane was discussed, to reduce postal costs. The 120 addresses on the Parish council e mail list could be sent the on-line version of the questionnaire to further reduce costs. The on-line questionnaire address would go on pages 2 and 3.

With regard to postal charges, all invoices had to be in the Parish Council (PC)'s name for the PC to be able to reclaim VAT. They also had to be covered by a purchase order.

Item 3 – Age Group for Questionnaires

The SG discussed the possibility of involving the 16/17 age group but decided that the questionnaire should go to just those on the electoral role (18 plus).

Item 4 – Immediate Expenditure

The immediate outlays would include the purchase of stationery and postal stamps – the

latter via the Goodworth Clatford Post Office.

Item 13 – DONM

The next SG meeting would be called, as required, to progress the production and distribution of the questionnaires.

G T SCARD

20 Dec 16