



## PLAISTOW AND IFOLD PARISH

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### **MINUTES: NEIGHBOURHOOD PLAN GROUP** (sub committee)

**Date:** Thursday, 10 December 2015

**Time:** 0930am

**Venue:** Ifold

### **AGENDA:**

1. Review draft Survey content.
  2. Confirm next steps to appointing a survey manager (Chris Broughton Associates).
  3. Review advertising requirements for survey and public consultations.
  4. Review Public Consultation requirements.
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**PRESENT:** Sara Burrell (SRB) and Christine Gibson-Pierce (CGP)

**0930am** The meeting opened.

**1. SURVEY:** A review of the draft survey content took place with amendments noted and insertions of new questions on infrastructure, broadband, mobile service, foul drainage, green space and historic environment (community assets).

**2. SURVEY MANAGER:** A discussion took place to draw up an outline of survey requirements so Chris Broughton Associates may provide a quote. It was agreed the quotation should cover;

- Assisting with finalising the questionnaire.;
- Collecting and collating contextual information such as house prices, household projections, other relevant information from the local authority and land registry.;
- Data processing survey returns.;
- Analysing survey data.;
- Drafting and finalising the report and providing an executive summary.;
- 1000 envelopes using his Royal Mail prepayment licence.
- Cost of return postage.

**3. ADVERTISING THE SURVEY AND PUBLIC CONSULTATIONS:** A discussion took place on how to advertise the survey to parishioners. It was agreed to use the Parish Council website and social media sites used by residents (Plaistow & Ifold village facebook page – private group; and the Ifold blog). A4 Notices will be printed for the Parish Council Noticeboards (1 Durfold Wood, 2 Ifold, 1 Shillinglee and 1 Plaistow). Notices will be displayed at the school, Church, Plaistow Stores, on noticeboards inside Winterton and Kelsey Halls. 10 x A3 weatherproof posters (portrait) will be printed and mounted on roadside boards at key road intersections.

**4. PUBLIC CONSULTATIONS:** A discussion took place regarding using the Parish Council website to upload the Public Consultation documents for Parishioners to reference online the day after the 2<sup>nd</sup> Public Consultation day. This is particularly important if anyone is unable to attend either of the 2 public consultation days that are to be scheduled. It was thought this will also enable parishioners who do visit the public consultations in person, to review the consultation documents again before completing their survey response.

**5. NEXT MEETING:** A new meeting date will be scheduled to develop the presentation material for the Public Consultations after the survey is finalized and dates confirmed for public consultations.

### **ACTION (CGP):**

- Draft A3 and A4 posters for printing.
- Obtain cost of A3 posters (weatherproof) from local printers.
- Confirm Hall Bookings for 2 days in total across 2 weekends (Saturday in one hall and Sunday in the other hall).
- Email quotation requirements to Chris Broughton Associates and confirm meeting.
- Email amended draft survey to Steering Group for review and comment.

### **ACTION (SRB):**

- Review Section 6 of the survey and advise CGP of any amendments.
  - Contact Wisborough Green Parish Clerk for a contact for display boards to use in the Public Consultations.
  - Speak with Plaistow & Ifold Parish Clerk about a virtual consultation on the Parish Council website.
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