



## PLAISTOW AND IFOLD PARISH

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### **MINUTES: NEIGHBOURHOOD PLAN STEERING GROUP** (sub-meeting)

**Date:** Tuesday, 05 January 2016

**Time:** 1pm

**Venue:** Ifold

### **AGENDA:**

1. Review Draft survey questions prepared by the Steering Group
2. Agree a timescale for actions and tasks: survey preparation, printing, distribution, results tallying and report

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**PRESENT:** Sara Burrell (SRB); Christine Gibson-Pierce (CGP) and Chris Broughton - Chris Broughton Associates (CBA)

**1pm** The meeting opened.

Members of the Steering Group met with Chris Broughton Associates to discuss the *Neighbourhood Plan Household Survey and Housing Needs Assessment*.

It is proposed the Parish Council appoint Chris Broughton to act as an independent survey manager, to collate and analyse the data.

Prior to the meeting, Chris had toured the Parish and each settlement; and had also spoken with Estate Agents in Billingshurst. He had prepared some preliminary review of census data from 2001 and 2011 censuses.

SRB gave a synopsis on each settlement area. The history, the known issues, the population, any sites identified,...

The draft survey questions prepared at a previous meeting of the Steering Group, were reviewed with CBA and he provided his input and expertise in several areas. A discussion took place regarding the Youth of the Parish Questionnaire. CBA advised he would create an online version of the survey and a Youth of the Parish Questionnaire as part of his quotation to the Parish Council. He has a Royal Mail PPI licence so it was agreed he would quote a turnkey solution.

A timescale was agreed for the survey process:

- 14th January 2016 – draft survey for review and to be signed off by the Parish.;
- 19th January – the survey will be sent to the printers.;
- 25th January – the survey will be distributed into the public domain.;
- 31 January – Public Consultation (in Ifold or Plaistow, dependent on hall availability).;
- 7th February – Public Consultation (in Ifold or Plaistow, dependent on hall availability).;
- 22 February – The survey will be closed.;
- 7 March 2016 – A Draft report will prepared by CBA for the Steering Group to review.

### **ACTION (CBA):**

- Quote a turnkey solution (printing, mailing, return envelope (qty 1000) with PPI).
- Edit the draft survey with amendments from today's meeting and send back to CGP for the Steering Group to review.
- Develop an online version of main survey.
- Develop and online Youth of the Parish questionnaire.

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

- Contact the head of Plaistow and Kirdford Primary school to introduce CBA.
- Contact advise Valerie Dobson (CDC Neighbourhood Planning Officer) to introduce CBA.
- Obtain Parish Council approval for instructing Survey Manager as per the CBA quotation.

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

- Email CBA the draft questionnaire in editable format.
- Contact the Parish Clerk to obtain the Parish electoral role addresses in electronic format for CBA to use for distribution.