

Old Basing & Lychpit Neighbourhood Plan

Notes of NPT Meeting on March 31, 2015

Present: Peter Bloyce, David Botting, Mark Oszczyk, Philip Riley, Will Sarell, David Whiter

1. Progress against programme

Project plan & comms strategy	100%
Grants	20%
Publicise NP	75%
Produce questionnaire	5%
Publicise questionnaire	0%

Generally we are 2 months behind, partly through late recruitment and partly through change of direction in holding exhibitions. This means we need to pursue the questionnaire actively.

Feedback from Exhibitions 1 and 2 has been done, and will be published after Exhibition 3.

2. Committee Organization & Business

The organization of committees will be distributed with these notes.

To get the questionnaire moving, we need to formulate the questions for it. Committee members should read the Local Plan with specific reference to their subject/concerns for this parish. They should identify points in the Local Plan which may they think need strengthening in OB & L.

Committees are asked to bring preliminary questions to the April 14 meeting.

Committees may coopt help further volunteers.

Committees should decide whether they need specialist reports or surveys. Housing - probably not, Env & land - no, Comm & Herit - no, Traffic - probably not.

We should decide the questions early in May to allow time for pre-publicity and printing to catch the July Basinga delivery. DW has discussed this with Basinga but it needs to be firmed up.

3. Managing the Questionnaire

The Local Plan covers some implications of the development of SS3.1 amnd SS3.9. It was agreed that the neighbourhood Plan should not duplicate these points but it could reinforce some which need strengthening.

The questionnaire must reach 3250 homes, about 40 clubs and groups and about 40 businesses. The residents will need questionnaires delivered and collected and the clubs, groups and businesses can be reached be email.

The questionnaire needs to be very brief, with Yes/No or limited choice answers and no free response answers.

Even a 15% response means analysing 500+ returns.

A lengthy hard copy questionnaire distribution, collection and analysis looks beyond our resources. Electronic survey (like SurveyMonkey) will not reach all residents and needs pre-publicity. The best solution was agreed as a Basinga insert of several A5 pages with the options of SurveyMonkey and pre-paid licence mail return. Initial inquiries suggest questionnaires would cost up to £900, pre-paid postal returns £250 and Basinga distribution £100. SurveyMonkey can be incorporated too.

David Botting will seek club and group email addresses, and Wil Sarell will look at SurveyMonkey.

To publicise the questionnaire we could take a stand at the Carnival and put something in Basinga.

4. Finance and Grants

The spending of the first grant of £880 was complete and a small sum (c. £85) would have to be returned.

The build-up of the next grant should include the following.

- Feedback to parish after the Exhibitions, after the questionnaire and when the submission document is ready.
- questionnaire costs
- housing and/or traffic survey
- technical advice on writing
- further meeting hall hire & publicity at Carnival
- stationery and sundries
- final report printing (limited copies with main access electronically)

This does not include any costs associated with B & D's role in referendum, examination etc. DW will check with B & D mentor. We will shortly face expenditure on these cost centres.

5. Next Meeting

April 31st Parish Office 7.30pm