

## **Notes of Shalford Parish Appraisal Meeting**

Wednesday 2<sup>nd</sup> May, 2007 from 8pm

Attendees: Tony Bedding  
Christine Fowler  
Dean Harrison  
Jenni Harrison (Chair)  
Alan Oates  
Graham Morris  
Angela Tanner

Apologies: Jan Cole  
Circulation to: All Parish Appraisal Contacts

### **Welcome & Thanks**

Jenni Harrison thanked all for attending.

### **Questionnaire Final Draft**

The final draft of the questionnaire was circulated and comments made. The format was then agreed. Final changes to be made to questionnaire by Jenni Harrison ready for copying.

Action: JH

### **Questionnaire Copying Quotes**

Unfortunately quotes had not been obtained in time for this meeting however Tony Bedding agreed to obtain this as a priority from Braintree District Council and another company known in the Colchester area.

Action: TB

Jenni Harrison would also enquire with her employer if these costs came back as prohibitive. Agreed that if quotes reasonable the group were happy for the copying to be arranged.

Format agreed as double sided and stapled in top left hand corner. Existing yellow paper to be used if possible and if reduces costs sufficiently. It was confirmed that 350 copies would be made (approx 309 households on census, 350 copies used for recent affordable housing literature).

Christine Fowler will ask Cathryn Carlisle (PC Clerk) to order sufficient A5 or A4 envelopes to accompany each questionnaire to every household.

Action: CF

## **Data Analysis/Processing**

An initial quote has been obtained by Jenni Harrison from Warwick Software regarding the processing of our questionnaire. This quotation shows set up costs and cost for processing 100 questionnaires totalling £300. Jan Cole was to provide other similar companies for comparison quotes. Jenni Harrison to chase.

Action: JH/JC

## **Publicity/Encouraging Involvement**

It was agreed that the Parish Appraisal will feature at the Parish Council AGM and it was agreed that Jenni Harrison will create some publicity information such as a poster / text to be used on the website and within the Shalford News if required.

Action: JH

Tony Bedding to inform Brenda Hanley (Shalford News) that space would be appreciated in the next edition.

Action: TB

Consider will be given to whether a separate newsletter / update document should be sent to each household including information of forthcoming meetings and working parties needing support etc.

Action: All

Christine Fowler agreed to update the circulation list and names and addresses list from the initial meeting so these people can be contacted.

Action: CF

## **Next Meetings**

A number of dates were discussed at this meeting although following the meeting it was clear that Saturday 19<sup>th</sup> May was not going to be practical.

The next meeting is planned for **Wednesday 27<sup>th</sup> June, 2007 from 8pm** in the Village Hall. At this meeting it is hoped that all returned questionnaires will be available and analysis of any written comments can commence. The plan for forthcoming activities can also be discussed and agreed.

Dean Harrison to book Village Hall for 27<sup>th</sup> June.

Action: DH