

SHALFORD PARISH PLAN

Notes from meeting held on 21st November 2006

Present

Christine Fowler, Graham Morris, Jenni Harrison, Dean Harrison, Dorothy Gardner, Tony Bedding, Alan Oates, Pam Lee, D Ismell, Robert Spencer (Jan Cole in attendance)

Apologies

David Eversden, Angela Tanner, Liz Warwick, Brenda Hanley

Questionnaire design and printing

Questionnaire has now been tested on people who had not seen it before. After incorporating their comments and correcting typos it will be ready for 'setting' and copying. Discussion about household questions on first page. Agreed to reword to make answers applicable to each person. 2001 household data is available in the census (Jan to email data to Christine). Agreed to get a quote from BDC for copying the questionnaires. Christine will check the numbers required from the electoral roll.

Questionnaire distribution and collection

Agreed distribution mid January (earliest) and collection by mid February (latest) with opportunities to return questionnaires to a central point after that. 14 people have offered to distribute and collect (20 – 25 houses each). Jenni and Dean have the paperwork ready. Collectors will need to keep a record of where collected and where they need to go back. No marks will be made on collected questionnaires retaining anonymity. Respondents can be given the option to place completed questionnaire in an envelope. Details in covering letter. Agreed to have prize draw incentive – Jenni to ask at The George re donation of a meal for two as a prize. Two raffle tickets to be attached to the questionnaire when distributed and one returned on collection. Dean and Jenni will brief distribution/collection team in the new year.

Processing and analysis

Christine to send final questionnaire to processing companies for quotes (Jan to provide details of Warwick Software). Aim to send completed questionnaires for processing early March. Group will need to analyse written comments; a decision will be made on how best to do this at the next meeting.

Funding

Agreed to apply for additional funding. Jan to send details of Community Planning Fund to Tony.

Next Meeting

Tuesday 27th February 2007

Jenni to chair

Purposes:

An opportunity to thank those involved so far (refreshments?)

Draw the raffle

Assess the return rate

First impressions of the type/number of comments

Consider how to analyse the written comments

Start to consider interpretation of the data

Start to consider the report of findings (Jan to bring examples from other parishes)

Timetable

Nov	Final layout of questionnaire
Nov	Quotes from processing companies
Dec/Jan	Printing questionnaires
Jan	Briefing of distributors/collectors
Jan/Feb	Distribution Collection
Feb	Meeting on 27th
Mar	Final return of completed questionnaires
Mar	Completed questionnaires sent for processing
April	Report from processing company
April/May/June	Analysis of written comments and interpretation