

St Agnes Parish Neighbourhood Development Plan
Focus Group Meeting FG1Minutes 22nd March 2016
Venue: 65 Goonown Start time: 5.00pm End time: 7.00pm



www.stagnesndp.org

Notes of the focus group

Homes, school places, open spaces, sport and recreation, health and social care.

1. Apologies and welcome

We received apologies from:

- Lesley Harris
- Jinny Clark
- Janet Pearce
- Annabel Aguirre

The following attended

- June Crossland
- Bob Crossland (chair)
- Jackie Cotton
- Effie Harris
- Di Rodda
- Mike Bunt

2. The Minutes of the meeting held on 17th March 2016

These will be confirmed at the meeting on the 5th April

3. Matter arising

There were no matters arising see above.

4. Declarations of conflicts of interest.

There were no declared conflicts of interest to report.

5. Housing Need questionnaire

This was an additional meeting specifically to discuss planning the housing survey.

Bob presented the most recent costs from Cornwall Council as follows:

The cost from Production to print the letters, mail merge, fold insert (both letter and the supplied leaflet) and put in the post is £255.00

- 2 x 3878 d/s mono letters 80g a4
- 1 x 3878 c5 w envelopes
- Insert 3878 letters and 3878 leaflets (supplied)

Postage will be additional to this and a number of options have been given, it looks like a maximum postage cost will be £1384.64 based on whichever is the cheapest option on the day.

A request for further clarification provided the following information:

The original was an estimate and did not include the leaflet – once we had confirmation of the address numbers and your requirements regards the leaflet etc we firmed up and got a quote for the work. I would say however that the postage costs could be lower as i have only quoted you the highest price (of course if it were cheaper you benefit from the saving) – I have set out below the price range quoted by Production;

Cost for the postage: as below we can't say at this stage which will be used however it will always be the cheapest option on the day:

Your options for Business Mail

- Non-sorted, non-machine-readable Tray/Bag
- Total mailing price: - £1,384.64

- Non-sorted, machine-readable, OCR Tray
- Total mailing price: £1,085.26 -

- Non-sorted, machine-readable, Barcode Tray
- Total mailing price: £1,092.74 -

- Non-sorted, machine-readable, Mailmark barcode Tray
- Total mailing price: £1,062.80 -

- Non-sorted, machine-readable, Advanced Tray
- Total mailing price: £1,103.97

It was noted that we had not received a quote to print and distribute the questionnaire and that therefore the CC costs would be likely to be in excess of £1600

Mike presented costs for printing and distribution as follows

Mandy Kimmins to print questionnaire 3500 copies = £320

SW leaflet distribution £40 per 1000 = £140 + VAT

To deliver with Bolster = free

Franked envelopes 3500 = £94.00 +VAT

+58pp return

Envelopes 7000 A5 addressed cost to be confirmed

Two envelopes are required

- Internal franked and addressed to Parish rooms
- External envelope to include NDP logo and wording "Housing survey have your say"

Action Mike to obtain costs of envelopes and how to address and attach wording to envelopes

Group agreed to manage the printing and distribution locally, subject to Bob contacting Nick Marsden and confirming that we can proceed with local printing and distribution and CC facilitate on line process.

Action Bob to contact Nick Marsden and confirm response to Mike and group

The group discussed and agreed the outline content of the covering letter.

Action Di and Mike to prepare draft and circulate to the group

Action group to confirm or propose amendments

Questionnaire

Action Bob to confirm final version of the online survey with Nick Marsden. Once confirmed the final version to be sent to Mike.

Action Mike and Di to format the questionnaire

Action Mike to send questionnaire to group to ensure consistency between on line version and paper copy

Action group to approve content of questionnaire and letter on 5th April

Volunteers will be required to assist with the process this will require further planning and clarification.

Raising awareness and publicity

The group agreed that an article should be placed in April Bolster and West Briton contacted.

Action: Mike and Di to discuss with comms group and Cheryl

Time line

- The final version of the questionnaire will be ratified by the Steering Group on the 13th April.
- The covering letter will be approved at the next focus group in April
- We propose that April is used to raise awareness and promote the survey.
- The housing survey will open on 2nd May and will close on the 27th May.
- On the 30th May Nick will close the survey down to the general public
- 31st May to 3rd June all the hard copy questionnaire will be collected together and distributed to volunteer in putters. We will need to ensure the confidentiality of the process
- 6th June to 10th June input data from physical copies.
- Analysis completed by Cornwall Council by 24th June
- Survey results publicised by mid-July

6. Date of next meeting

5th April at 6.00pm at Jinny Clark's Trevelyan, 3 Beacon Drive St Agnes TR5 0NT