

MINUTES

CHORLEYWOOD COMMUNITY PLAN STEERING GROUP PARISH COUNCIL OFFICE, TUESDAY 26th AUGUST 2014, 7.30 pm

Present :

Jane White (Chair), Jackie Worrall (Treasurer) – Parish Council
Owen Edis (Sec.), Peter Fawcett – CW Residents Assoc.
Dr. Stuart Parish, John Sheldon – Neighbourhood Watch
Heather Kenison – Loudwater Estate Residents Association
Bob Sutherland , Gareth Hunt – Friends of The Common
Barbara Christie - WRVS
Joyce Manktelow – Chorleywood Care
Vivien Lantree - Resident

1. Apologies for Absence

Myfanwy Ronchetti/Simone Tyson – CW Mums
Eddie Clarke – Business Association
Steve Watkins – Parish Council

2. Approval of the Minutes of the Last Meeting

Accepted as a faithful record and signed off.

3. Review Action Log

All outstanding items were reviewed and the Action Log updated.

4. Funding Update

Grant funding has been granted from Locality, the central Government source, for £2590. This is the first of three applications we can make, up to a total of £7,500 .Additionally £800 has been promised from Chris Hayward's HCC Locality budget.

Although Eddie had not had any takers from the CWBA to sponsor us, Gareth will approach local estate agents to see if they would like to be associated with the Plan and have their logo used on the questionnaire.

Regarding future costs the PC are able to re-claim VAT for CP expenses

5. **Questionnaire formatting and content**

Thanks to Vivien for formatting the document at this point.

Jane asked us all to review our questions. Apparently Croxley Green Committee went over theirs about five times. Gareth, who took on the Planning section, plans to have photographs of the properties listed in his section.

Each Section should include a General Comments box

A single page front cover introduction needs to make it clear to households that we would like them to answer the questions that are important to them, others if they have time.

Before we go further we need to investigate whether help from a professional consultant is required to ensure we achieve best value from the way we have framed the questions. Also the layout needs to be appropriate for data entry for results analysis. Jackie had approached WDG Research of Chesham and had some costs through email exchanges. The Committee agreed we should pursue this further with an urgent meeting to ensure that they will provide us with what is needed at a reasonable cost. Jackie will set this up with Jane and Owen hopefully next week.

6. **Questionnaire processes**

Croxley Green (CG) used the comprehensive gold standard survey monkey costing £300 per annum. They achieved a 24% response from 70 questions asked, configured anonymously one per 5000 households. They distributed it as a paper copy asking for on-line response or returned hard copy – not both. Jane would find out the proportion of hard copy versus on-line response for CG.

The meeting voted for delivery of hard copy to every household in Chorleywood with the front cover introduction asking for on-line entry being preferred. For those wishing to complete hard copies, the Committee agreed the Library & Parish Office could be used as collection points. Access to the online questionnaire on-line can be via a link to our CP webpage, & associated groups' webpages. We could include a note asking residents to contact the Parish office if English language is a problem.

Printing costs to be ascertained for 10 pages of A4 colour or black and white in quantity of 8500. Jackie will make enquiries with PC and TRDC and Owen will get a quote from Tames of Rickmansworth.

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