

Biddulph Neighbourhood Planning Working Group Meeting Thursday 5 October 2017

Attendees

| | |
|-------------------------------|--------------------------------------|
| Councillor Oliver McGuinness | Biddulph Town Council |
| Councillor Dave Hawley | Biddulph Town Council- Chair |
| Councillor Graeme Court | Biddulph Town Council - Vice Chair |
| Councillor Elaine Baddeley | Biddulph Town Council |
| Councillor Wayne Rogers | Biddulph Town Council |
| Councillor Rob Whilding | Biddulph Town Council |
| Sue Fletcher | Poolfold Residents |
| Bob Hart | Biddulph North Community Association |
| Karen Harper | Resident |
| Sarah Haydon | Biddulph Town Council |
| Bill Hockey | Resident |
| Alistair McLoughlin-Goldstraw | Resident |
| Andrea Millington | Resident |
| Chris Perkin | Resident |
| Angela Turner | Resident |

1. Apologies

| | |
|------------------------|-----------------------|
| Councillor Jim Davies | Biddulph Town Council |
| Councillor Liz Nicosia | Biddulph Town Council |
| Paul Kasperowicz | Resident |
| Philippa Walley | Resident |
| Hal Wilson | Resident |

2. Declaration of Interests

None declared

3. Accept Notes from last meeting

Notes from meetings held on 10 August, 6 September and 28 September 2017 were signed as accurate records of the meetings.

4. Questionnaire

Hannah Barter introduced the plan for the evening and the principles of developing a questionnaire. There is a Locality toolkit that could be considered for reference.

The test with every question is 'How will we use the answer to write a planning policy?'

The questionnaire should be Arial font, minimum size point 12 to be DDA compliant. We had discussed previously that this should be four pages.

A variety of engagement is needed. The householder questionnaire gives baseline data.

There was consideration of colour-coding questionnaires that are going to households, schools and businesses.

Sarah Haydon will look at pre-printed Royal Mail envelopes that will increase the return rate.

There also needs to be a variety of ways to return the questionnaire. There should be a three-pronged approach- online, postal and drop-in boxes.

People should be given a fortnight to complete the questionnaire and then data entry should be considered; we need to keep the hard copies.

Hannah had gone through the information that each group had prepared and there was discussion about what should be included. There could be a non-planning section of the Neighbourhood Plan that would include a Town Council action list.

When the household questionnaire is returned, we can gain more detailed feedback from specific groups e.g. walkers.

There should be 2-3 questions for each area. Hannah would send an updated list of priorities and each group should send questions to Sarah Haydon.

Sarah and Hannah would then sit together on Friday 13 October and the final document would be circulated following this.

Sarah Haydon confirmed that the website would be mybiddulph.co.uk and she had also secured mybiddulph on Facebook. Chris Perkin suggested that this should also be secured for Twitter and Instagram.

5. Agree Costs for printing of questionnaire

Sarah Haydon had received four quotations from companies with good reputations locally, for the printing of the questionnaires. This was based on four sides (A3 paper, folded) of colour printing. There would be 9000 copies. These were presented to the group with the caveat that there may be changes to the specification, dependent on the number of pages. EBM were the cheapest printer and all agreed that they should be asked to complete the printing. If there were more pages, additional quotations would be sourced and the cheapest would again be considered.

6. Agree cost of distribution by Biddulph Times

Based on a four-sided questionnaire, the cost would be £375 for distribution to 7500 homes. All agreed that this was good value.

7. Use of Survey Monkey and associated costs

The cost of a 12-month license for Survey Monkey is £408. All agreed that this was a good investment and could be used to gather follow-up information over the next 12 months.

8. Coverage of areas outside Biddulph Times distribution

A map was circulated that included the areas that are covered by the distribution and those not included. This would need further consideration.

9. Choose Postcard winners

All were encouraged to put sticky dots on their favourite 'Welcome to Biddulph 2035' postcards. Councillors would be encouraged to do this too. The winning cards would

form part of the questionnaire.

10. Date of next meeting

Wednesday 1 November 6.30pm

The meeting closed at 8.47 pm

Signed Date