

## **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](http://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 .....