

## **Ickleford Neighbourhood Plan Steering Group Committee meeting minutes**

Thursday 10 December 2020, 8pm via Zoom

**Committee member attendees:** Ruth Bryer, James Tizzard, Louise Peace, Sam Zalin-Miller

**Apologies:** Bruce Parker (currently not involved in group), Bob Overett, Mike Jones, Mike Willoughby, Pauline Gardiner

**Other attendees:** Clare Gooden (Parish Council), three members of the public

### **Minutes of the meeting of 12 November approved**

#### **Questionnaire completion figures**

As of 10.12.20 there were 323 responses on Survey Monkey. According to Parish Council figures, there were 821 households in the parish in 2014, although this will now be a little higher. On those figures the response rate is almost 40%.

#### **Publicity and end date**

- We are at the tail end of survey and discussed the closing date. The 21<sup>st</sup> Dec was agreed, two weeks after the banners went up.
- A final publicity push, highlighting this date was agreed, using Facebook and the Village News. It was suggested some interim results for a question were given to highlight the kind of data coming in and how it would be used.
- The last few hard copies could be given to Sally for the food bank on Sunday.

#### **Data analysis**

- The Survey Monkey produced report should be fine for most closed answer questions. Sam offered to help Ruth in producing this if needed.
- The thematic analysis is still to start. Lists of responses for each open question can be exported from Survey Monkey. Ruth to create these lists and liaise with committee members over how to divide the work up. These lists will not contain any identifying information. However, it was agreed that care should be taken not to distribute them further. Similarly, it was agreed that while other committee members could review results on Survey Monkey when needed, they should avoid exporting data where possible.
- Once all the results are finalised, the committee members will need to review them and consider how best to feed these into the plan. It is likely the next step will be further developing the vision and aims, with input from Sally Chapman.
- Sharing the results with residents presents an opportunity to engage them over the next steps. This may relate to the vision and aims, or perhaps finding volunteers to take certain aspects of the plan forward.
- Ruth to liaise with Sally Chapman and North Herts Council to keep them up to date and see if they have advice to give at this stage.

## **Finance**

We received our grant from locality of £8172 on 19<sup>th</sup> August 2020.

This broken down as follows:

*1. £6370 for Sally Chapman fees*

No outgoings

*2. £927 Questionnaire production and distribution costs:*

Expenditure:

Website domain names: £197.74

Mobile phone: £12.99

Posts for signboards: £70.50

Amber publications (leaflet distribution) £42.00

Printing costs: £412.00

Drop boxes / Plastic Wallets etc £58.58

Total: £793.81

There is £133.19 remaining in the survey production and distribution budget with just banners (£60 + VAT = £72) to be invoiced

*3. Survey Monkey £495*

Expenditure: £384.

There is £111.00 remaining in the Survey Monkey budget.

This is likely to be returned to Locality.

*4. Meetings £280*

No outgoings. All budget remains.

*5. Misc £100*

No outgoings. All budget remains.

*Balance: £6994.19*

**Date of next meeting:** Thursday 14 January at 8pm via Zoom