



Steeton-with-Eastburn Parish Council

Notes of the Parish Plan Steering Group meeting held 17 January 2007

Attendees: Councillors Lorraine Harding(Chairman), Pam Blagden, John Hargreaves, Adele Mitchell and Hilda Townend, Joanne Stokes (Youth Club and Steeton Methodist Chapel), Helen Firth (Local resident), Jessica Isherwood(Airedale NHS Trust), Su Thompson(Steeton PCC) Helen King(Yorkshire Rural Community Council) and Cheryl Brown.

Apologies: Councillor Mullen, Chris Newson, Liz Pratt, Tom O'Donovan and Val Hodgson.

1. Lorraine Harding welcomed the attendees and thanked them for coming.

2. Draft Parish Plan Questionnaire.

The group went through the draft questionnaire and made some minor amendments taking in to consideration comments from the floor and those that had been communicated previously to Cheryl Brown. A covering letter will need to be attached and the instruction sheet made more explicit. Helen King agreed to forward a covering letter that YRCC use. Cheryl Brown agreed to draft a letter, amend the instruction sheet and make the amendments necessary to the draft questionnaire. The revised questionnaire will then be circulated to all members of the group.

3. Completed Questionnaire

a) Pilot Study:The questionnaire sub-group agreed to meet and agree the final questionnaire for distribution to a pilot group of 30 prior to the printing of the questionnaire for distribution.

Six members of the steering group (HF,AM,ST, JS,LH, DM) agreed to give out 5 copies each for the pilot. The people chosen to complete the pilot should be as wide a cross section of the community as possible.

b) Printing: Cheryl Brown agreed to look into printing options

c) Circulation: It was agreed to make enquiries of departments in Bradford Council regarding a label printing service for every household in the parish. Jessica Isherwood agreed to look in to the addresses of households within the hospital site. As many as possible of the questionnaires will be delivered by volunteers and the rest will be posted.

d) Return Options: The cost of setting up a licence for a Freepost return envelope will be investigated. Boxes for the return of questionnaires will be placed in as many local venues as possible.

e) Incentives for filling in the questionnaire: A draw will take place for a hamper filled with local produce and vouchers for local services for all completed questionnaires with contact details. Joanne Stokes and Adele Mitchell agreed to organise this.

4. Date of the next meeting

Wednesday 21 February 2007, 7.00 p.m. , Bowling Pavilion, Steeton.