



## ***Steeton-with-Eastburn Parish Council***

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### Notes of the Parish Plan Steering Group meeting held 21 February 2007

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

1. David Mullen welcomed the attendees and thanked them for coming.
2. Rural Housing Needs Questionnaire: The questionnaire had been amended with the recommendations of the Steering Group. A couple of typing errors were pointed out. The Rural Housing Enablers will have their questionnaire printed and forward it to Cheryl Brown for inclusion with the parish plan questionnaire. The covering letter will be amended to include a paragraph about the Rural housing Needs Survey. Helen King offered the loan of a '2<sup>nd</sup> Class' stamp for the freepost envelopes.
3. Parish Plan Questionnaire Pilot  
Feedback from the pilot was discussed and a few minor amendments made to the questionnaire.
4. Questionnaire
  - Printing Costs: 2 estimates had been received, one from Bradford Council and one from a local printer. The local printer's estimate was lower and as he has been reliable in the past it was decided to give him the work. The cost for 1800 copies of the questionnaire booklet will be £714
  - Circulation: The questionnaire will be circulated by the middle of April and the cut off date for return will be 11 May 2007. This gives the group time to get all the envelopes ready by the April parish council meeting so that envelopes can be distributed to councillors as well as steering group members. Any envelopes that can not be delivered by hand will be posted.
  - Incentives: Joanne Stokes has already approached shops in the villages to ask for donations towards the hampers. The 'hampers' will be put together by Joanne Stokes and Adele Mitchell.
  - Return Options: It was agreed to go ahead with the freepost licence at a cost of £110. Labels with the return address and licence number will be printed and attached to the return envelopes which will also be stamped '2<sup>nd</sup> Class'. It will be necessary to use large A4 envelopes for both circulation and return. Local venues will be approached to ask permission to locate a box for the return of questionnaires: Steeton Post Office (JS), Eastburn Post Office (AM), Joanne & Julie's (JS), Steeton School (HF), Eastburn School (LP), Pharmacy (JS), Butcher (JH).

5. Date of the next meeting:

Suggested dates for getting the envelopes ready for circulation:

**Wednesday 4 April 10.00 a.m. to 4.00 p.m.**

**Thursday 5 April 10.00 a.m. to 2.00 p.m.**

**It may be necessary to have times additional to these depending on progress.**