

## **MINUTES**

### **CHORLEYWOOD COMMUNITY PLAN STEERING GROUP PARISH COUNCIL OFFICE, MONDAY 3rd NOVEMBER 2014, 7.30 pm**

#### **Present :**

Jane White (Chair) , Steve Watkins, – Parish Council.  
Peter Fawcett, Owen Edis(Sec) – CW Residents' Assoc.  
Stuart Parish - Neighbourhood Watch,  
Bob Sutherland, Gareth Hunt – Friends of The Common  
Barbara Christie - WRVS  
Joyce Manktelow – Chorleywood Care  
Myfanwy Ronchetti – CW Mums

#### **1. Apologies for Absence**

Jackie Worrall (Treasurer)  
Heather Kenison – Loudwater Estate Residents Association  
Vivien Lantree

#### **2. Approval of the Minutes of the Last Meeting**

Jane thanked Peter for the excellent minutes of the previous meeting written in Owen's absence.  
They were accepted as a faithful record and signed off.

#### **3. Questionnaire**

Jane thanked all members for their comments on the draft questionnaire recently updated. Much of the meeting was now spent reviewing every single question. Some were rationalised, and a number modified. Details were carefully recorded by Jane who will now update the draft prepared by our consultant Margot Grantham of WDG Research LLP. It should be ready for re-proofing and printing in the course of the next week. The plan is to have the completed questionnaire ready for household distribution the weekend after next (15th November). John Robert's have offered to assist with the printing costs.

It was agreed that the questionnaire would be printed as A3 pages and folded to A4 with the front page in colour containing all the logos and the introductory cover letter. As agreed at the last meeting, it would state that WDG Research, an independent market research agency, was conducting the survey on behalf of the Committee and that responses would be anonymous. It will describe and encourage how to complete the survey on-line, and where to drop off completed hard copies if not done on-line. Yvonne Merritt will be ask to draft a press release.

#### **4. Distribution and Return**

The 5000 printed copies of the questionnaire will be delivered to Jane's house at 51 Hill Rise. The decision to use agents for distribution was revisited and concluded that we shall cover all households ourselves with help from some NW Reps. The Executive Committee of the Residents Association did not think they could involve their Area Reps in this as they were already being stretched in delivering and collecting subs this month.

Stuart had prepared an excellent spreadsheet of all properties in the Parish by street. He had delivery volunteers for all but 31 roads. He will re-issue his spreadsheet after updating from the meeting's volunteers.

The questionnaire return drop off points was suggested to be the Library, the CW Coffee shops, John Roberts Estate Agents. Myfanwy and Gareth will arrange this and confirm these locations for the cover letter. Myfanwy said she will collect all the completed returned copies from these points and consolidate them at 14 Shire Lane. The close date for completion will be the 15th December.

Volunteers for keying in the results to the Survey Monkey for all these hard copies were Myfanwy Jane, Stuart and Peter.

#### **5. Publicity**

Jane asked that any Newsletters to be issued over the next few weeks include a reference to the launch of the Questionnaire.

#### **6. AOB**

Joyce proposed a vote of thanks, seconded by Owen, for all her hard work in bringing the questionnaire to completion. All joined in.

#### **7. Next meeting**

Monday 15th December 7.30 at The Stag in The Swillett for a Christmas drink and celebration of the Committees work to date.

Meeting concluded at 10pm.

Written By: Owen Edis



## **MINUTES**

### **CHORLEYWOOD COMMUNITY PLAN STEERING GROUP PARISH COUNCIL OFFICE, MONDAY 3rd NOVEMBER 2014, 7.30 pm**

#### **Present :**

Jane White (Chair) , Steve Watkins, – Parish Council.  
Peter Fawcett, Owen Edis(Sec) – CW Residents' Assoc.  
Stuart Parish - Neighbourhood Watch,  
Bob Sutherland, Gareth Hunt – Friends of The Common  
Barbara Christie - WRVS  
Joyce Manktelow – Chorleywood Care  
Myfanwy Ronchetti – CW Mums

#### **1. Apologies for Absence**

Jackie Worrall (Treasurer)  
Heather Kenison – Loudwater Estate Residents Association  
Vivien Lantree

#### **2. Approval of the Minutes of the Last Meeting**

Jane thanked Peter for the excellent minutes of the previous meeting written in Owen's absence.  
They were accepted as a faithful record and signed off.

#### **3. Questionnaire**

Jane thanked all members for their comments on the draft questionnaire recently updated. Much of the meeting was now spent reviewing every single question. Some were rationalised, and a number modified. Details were carefully recorded by Jane who will now update the draft prepared by our consultant Margot Grantham of WDG Research LLP. It should be ready for re-proofing and printing in the course of the next week. The plan is to have the completed questionnaire ready for household distribution the weekend after next (15th November). John Robert's have offered to assist with the printing costs.

It was agreed that the questionnaire would be printed as A3 pages and folded to A4 with the front page in colour containing all the logos and the introductory cover letter. As agreed at the last meeting, it would state that WDG Research, an independent market research agency, was conducting the survey on behalf of the Committee and that responses would be anonymous. It will describe and encourage how to complete the survey on-line, and where to drop off completed hard copies if not done on-line. Yvonne Merritt will be ask to draft a press release.