



# RMNF - Neighbourhood Plan Group

## MINUTES OF MEETING

**Date & Time:** 8<sup>th</sup> May 2017 at 11:00am

**Location:** Croft Head Barn, Knacks Lane, Prickshaw Village, Rochdale. OL12 6BD

**Present:** John Newcombe, Councillor Cecile Biant, Morley Morgan, Alan Rawsterne, Andy Meek and Paul Simpson (PPS Planning).

**Apologies:** Roy Thorniley

**The meeting commenced at 11:00**

Alan Rawsterne (AR) dealt with introductions & apologies.

We discussed the following Agenda items:

- **Consultation Period** – we agreed from now to 30<sup>th</sup> June 2017
- **Distribution strategy** – we agreed:
  - To include optional name & address details and questions about the household on the questionnaire.
  - 250 copies of the questionnaire.
  - To send 2 copies of the questionnaire to each household.
  - Not to buy RM response service licence (£95 plus postage costs).
  - Returns address to be Owd House.
  - Establish postage costs (see Appendix 1 below)
  - To set up the questionnaire on Survey Monkey (to make it as easy as possible for people to access).
- **Support from the Council**
  - Ask for the questionnaire to be put on the council's consultation database.
- **Key stakeholder involvement**
  - Paul Simpson (PS) to review the stakeholder contact list and advise those to contact and recommend appropriate questions.
  - All present agreed meetings with a number of key stakeholders would be appropriate.
- **Analysis**
  - AR to arrange administration and set up spreadsheet, etc. to record responses
  - All present agreed to use PS's time to undertake the detailed response analysis and review links to policy.
- **AOB**
  - Publicity – AR to update RMNF website, Facebook & Twitter pages and inform Rochdale OnLine

**We agreed the following actions:**

<b>What</b>	<b>Who</b>	<b>When</b>
Update questionnaire with optional name & address details and questions about the household	AR	Done
Arrange printing of 250 copies of the questionnaire plus 200 A4 envelopes	AR	Details sent to printer 09/05/17
Set up questionnaire on Survey Monkey	AR	Done, asked for feedback testing from John, Andy & Paul
Ask for the questionnaire to be put on the councils consultation database	AR	Done
Review the stakeholder contact list to amend and advise those to contact. (Some additions we discussed – OSS, Norden Neighbourhood Forum, WVAS and the NFU)	PS	TBA
Recommend appropriate key stakeholder questions	PS	TBA
Arrange meetings with a number of key stakeholders. Example, The Lord of the Manor (or his agent), United Utilities, Peel Energy, the Environment Agency	PS & AR	TBA
Arrange administration and set up spreadsheet, etc. to record responses.	AR	Done
PS to undertake the detailed response analysis and review links to policy.	PS	TBA
Update RMNF website, Facebook & Twitter pages and inform Rochdale OnLine	AR	Done

**The meeting ended at 13:00**



## **Appendix 1**

### **Postage costs**

#### **Large Letters not exceeding:**

Length: 35.3cm

Width: 25cm

Thickness up to and including: 2.5cm

Weight limit: 750g

#### **Costs:**

Large Letter	Weight	1 <sup>st</sup> Class	2 <sup>nd</sup> Class
	100g	98p	76p
	250g	£1.30	£1.22
	500g	£1.74	£1.58
	750g	£2.52	£2.14