

## **Notes of Knebworth NP Steering Committee meeting held on 28 November 2016 in the Village Hall at 8pm**

**Present:** Robert Sprigge (RS) – Vice Chair  
Graham Dormer (GD)  
Gareth Hawkins (GH)  
Jeremy Thornton (JT)  
Paul Ambrose (PA)  
Bob Hall (BH)  
Jenny Harrison (JH)  
Steve Hemingway (SH)  
Penny Berry (PB) - Note taker

**Apologies:** Clint Bull (CB) - Chair  
Paul Ward (PW)  
Claire Graham (CG)

The purpose of this meeting was limited to finalising the preparation of the survey ready for publication. Consequently, minutes of the previous meeting were held over until the next full meeting.

### **1. Survey Form(s) Format**

- The printed survey form has to be ready for submission to KPN (Knebworth Parish News) by 6 December in Word document format. Resulting from trial responses, both the printed version of the form and the online version required some amendments. The forms were gone through in detail and revised to produce the best layout for ease of completion and extraction of relevant data. Both forms designed to be the same as far as possible.
- It was agreed to change the introductory message to give the online link greater prominence by moving the link up higher in the text and removing the email option.
- Other suggested changes included mentioning that the process is being dealt with by volunteers. SH is to forward the email link to all committee members and PB will highlight the survey in the Editor's introduction in the KPN.

### **2. Survey Collection Boxes**

- It was agreed that the collection boxes would be sited in Village News, Stockens Green Corner Shop, the Post Office, The Lytton Arms pub and in the foyer of the Village Hall. In addition to these, other locations would have survey leaflets on display: Caffe Vero, Coasters, the coffee shop in Knebworth Station and the Library. PB is to check whether the doctors' surgery would be willing to host a collection box. SH said that official ballot boxes are quite large and it was agreed that in most locations a plain but identifiable cardboard box would be sufficient. The boxes will be labelled.
- Other, rejected sites for ballot boxes were the Library due to low footfall and the school as it is intended to target this separately.
- PB is to distribute the boxes on 20 December. GD agreed to be the point of contact for supply of additional forms and collection of completed forms if necessary. PB will give his contact details to the box holders.
- GH offered to obtain about 12 plastic display boxes for the forms.

- All houses will have a form through their letterbox. JT has sent a list of roads to committee members for co-ordination of road areas for delivery purposes.
- GD, JT and PA agreed to organise data collection. GH had prepared a spreadsheet to analyse the data from the printed forms and JT will be able to collect the data from the online survey. If printed forms are collected during January, data entry and collection can be started.

### 3. Stakeholders

- CG has obtained a list of businesses in Knebworth, RS is to find out more details.
- There was a debate on whether the business owners only should respond to the survey or all employees as well. It was agreed that we need information from those travelling into Knebworth for employment and it should be possible to capture and refine this data. Later in the process there could be another survey solely for business owners.

### 4. Communications and Publicity

- Priority changed to top 3 rather than top 5.
- GH suggested that the official title of the committee, eg Forum, should be checked to avoid any comeback, as happened in Wymondley. JT to check with PW.
- SH has set up a dedicated email address for the committee to use to send out further documents to interested parties.
- GD reported that the link given for the developing Plan on the Parish Council website was not working properly and offered to draft additional information.
- PB is to produce a simple poster. There will be two versions, one for any shop willing to display one and one stating "drop off point".
- BH agreed to enquire at the school whether the survey link could be circulated via parent email.

### 5. Timeline

- Hard copy to be agreed by 3 December for submission to KPN by 6 December via email: [knebworthparishnews@hotmail.co.uk](mailto:knebworthparishnews@hotmail.co.uk)
- Distribution of KPN will be around 28 December.
- Some hard copies of survey forms to be printed by 16 December.
- PB to deliver survey forms and collection boxes on 20 December. GD contact details and KPC contact number to be given to box holders for additional copies or collection of printed copies. Box holders asked to display boxes and forms from 28 December.
- Online survey in place to co-ordinate with survey launch.
- JT to contact PW regarding any budget for printing, etc.
- PB will ask Triographics for a price on printing around 2,000 duplex forms and their printing capacity in December, plus if they have some empty photocopy paper boxes for use as survey collection boxes.
- The deadline for the end of the survey was agreed to be 30 December with a view to collecting the boxes by 3 February.

**The date of the next meeting is Tuesday 17 January 2017, to be confirmed.** PB will collect some of the completed forms in advance of that even if GD has not been contacted.

This is the timeline we agreed at the meeting:

- 03-12-16 Agree final draft of printed Survey and replicate to online version
- 05-12-16 Submit for inclusion in Jan edition of Parish News
- 14-12-16 Print mono-duplex hardcopies (2,500x)
- 20-12-16 Deliver collection boxes to locations
- 28-12-16 Parish News published
- 06-01-17 All hardcopy survey forms to have been delivered to households
- 17-01-17 Meeting to review progress and responses to-date
- 30-01-17 Deadline for completion of surveys (online and offline)
- 03-02-17 Collect in all collection boxes from locations
- 24-02-17 Finish data-entry of all completed hardcopy surveys