

Sue Berresford

From: Cassie Houlden [cassie.houlden@ekosconsulting.co.uk]
Sent: 30 October 2006 16:56
To: Neil Stokell; Sue Berresford
Cc: Steve Potter
Subject: Barnard Castle Vision - next steps
Importance: High

Dear Neil,

Following on from the Steering Group meeting and subsequent work last week, there are a number of issues I need to follow up with you to allow us to make rapid progress on preparing for next week's consultation events. I have also spoken to Sue Berresford this afternoon and agreed a number of actions with her - these are highlighted below for you to review.

1. The first and most urgent thing I need is your feedback on the proposed text for the boards to be used in the consultation events (see attached e-mail: Barnard Castle Vision Exhibition Boards). To allow BDP to get the Boards designed and produced **we need your views on the text by tomorrow, Tuesday 31st October.**
2. Related to this, the study team will be producing 8 foam-backed A0 sized boards, as set out in the e-mail. Could you please confirm whether Teesdale DC has a display system (stands) that we can attach these to and what method this uses (pins, velcro etc). I would be grateful if you could **also confirm this by tomorrow** so that we have time to investigate alternative arrangements if necessary.
3. Furthermore we need your feedback on the draft questionnaire that Steve e-mailed last week. The original view from the meeting on the 18th October was that the questionnaire should be available for completion by people unable to attend the consultation events (e.g. could be picked up from libraries, doctors' surgeries etc) - this might be difficult if the matrix is included as it may not make sense without the accompanying displays. One alternative would be to print double-sided A4 questionnaires for those not attending the consultation events without the matrix. **Please let us know your preference by tomorrow / Wednesday** so that there is time to print up questionnaires for use at the Farmers Market on Saturday.
4. Less urgently, we also need your need your views on the proposed workshop structure (see attached e-mail: Workshop Structure) so that we can prepare for the various meetings next week. It would be helpful if you could provide this by **Thursday**.
5. I understand that you are also collating feedback from the Steering Group on the draft Baseline and Issues and Options Reports. It would be helpful if you could let us know when we are likely to receive this as **we have time set aside this week** to make the required amendments. In addition **if you could let us know when you will be able to provide us with feedback** on the revised structure for the Economic Strategy we can allocate time to the drafting process.
6. In addition, there are a number of extra consultation events planned for the next two weeks and I would be grateful if you could **provide us with details of when and where they will take place and what is required from the Study Team.** These are: Political Group briefings, 7th November; and Parish Forum, 13th November.
7. The following is a summary of my discussion with Sue Berresford regarding invitations to the formal consultation workshops, which have not yet been publicised beyond the Steering Group:

- EKOS to produce invitation to each workshop

Wednesday 8th November

10-12 Members and Officers briefing: Sue Berresford to mail invitation to TDC and BC TC members and e-mail officers. EKOS to contact DCC for relevant members and officers and contact details.

2-4pm LSP briefing: EKOS to request that LSP administrative officer e-mails / posts invitation to members.

30/10/2006

6-8pm Community Briefing via Wider Partnership Group. The Wider Partnership Group does not yet exist as an entity. EKOS to check whether we have e-mail addresses for all those suggested and agreed by the Steering Group last week and pass to Sue to e-mail round an invitation.

Thursday 9th November

10-12 Local business workshop - Sue Berresford to send invitation to all businesses on Harmire and Stainton Grove Estates, plus GSK and Deerbolt. (Retailers not included due to risk of confusion with Retail Distinctiveness study consultation).

2-4pm LSP Economic Theme Group / Enterprise Agency / Teesdale Marketing Ltd - invitation to be e-mailed by Sue Berresford / Shaun Stuart / TML.

6-8pm Community Briefing via Citizens Panel - Sue Berresford to send invitations.

Other

Sue has arranged for an advert publicising the consultation events to be included in the Teesdale Mercury and will send a second press release this week as a reminder of next week's events.

Sue will provide a green baize 'Teesdale' cloth for use on the stall at the Farmers Market this Saturday.

Sue will also provide perspex holders for the flyers, and flyers regarding the retail consultation for the stall.

Sue will arrange for the draft baseline report to be loaded on to the TDC website this week and for the questionnaire to be alongside as an interactive form.

Apologies for the long e-mail but as you will appreciate there are a number of areas where we need feedback from TDC before we can progress the study. Please let me have your views as soon as possible.

With thanks,

Cassie

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