

## MINUTES OF A MEETING HELD ON TUESDAY 10<sup>th</sup> January 2016

Subject	Description	Actions
<b>Present:</b>	Geoff Chapman (Chair), Wendy Tilley, Nick Tilley, Pip Hartley, Emma Turner, Peter Waggett, Hannah Pearce, Sue Robinson, Adele Stevenson	
<b>Apologies:</b>	Ruth Knight	
<b>Minutes of last meeting</b>	The minutes of the meeting held on 6 <sup>th</sup> December had been accepted as an accurate record of the meeting.	
<b>Matters arising</b>	GC had put together the framework document for the plan and circulated (a copy was also placed on Dropbox)	
<b>Declarations of interest</b>	None	
<b>Questionnaire planning</b>	<p>Following guidance set out in the 'Creating a questionnaire' document, the following was agreed</p> <ul style="list-style-type: none"> <li>• Two-pronged approach, questionnaire for all residents of the NP area along with focus groups with business's and special interest groups. (list created by PH)</li> <li>• One questionnaire per household.</li> <li>• Door to door collection to aid return rate.</li> <li>• Small pilot survey to make sure questionnaire works</li> <li>• Promo work via magazine, website Facebook etc. in run up to distribution.</li> <li>• Large print versions will be available on request</li> </ul> <p>By the 6<sup>th</sup> Feb group members with allocated topic will circulate proposed questions having reviewed sample questionnaires and preliminary consultation data. Working in groups was proposed to aid progress. Questions are required even if Local plan likely to be source of policies as need to identify community opinion on each subject area.</p> <p>A target date of the 1<sup>st</sup> April 2017 was agreed for completed questionnaire</p>	<p>Character and setting GC            Transport RK            Housing HP            Environment SR            Economy AS            Community NT            Demographics ET/PH.</p>
<b>Funding</b>	Locality funding was reviewed and felt not to be required at this point as sufficient funding for questionnaire in place and no other identified need at present.	
<b>Next Meeting</b>	The next meeting will be on Monday 13 <sup>th</sup> February 2017 8pm at Nick and Wendy Tilly's house.	