



Minutes of Steering Group Meeting – NDP

Monday 8th August 2016, 7.30pm

St Peter's Hall

In attendance:

Rob Hunter	Peter Gratton	Paul Plowman
Roger Townend	David Smith	Keith Hardie
Sarah Beggs	Rachel Underwood	Steve George

Apologies: Barbara Gratton, Richard Gardiner, Brian Roe.

1. Update on Application for Funding

Our application was approved by “Locality” and the first tranche of funding is now in the bank. This will see us through until 8th February 2017. “Groundworks” are the organisation who will monitor our use of it. We will need to follow through our project plan and make sure it is kept up to date. We have funding now to pay the first part of Data Orchard’s fees, rental of the hall for meetings and open days and various items of stationery, publicity and display materials.

2. Review of Village Fete Stand

The majority of the group generally felt that the stand was a success. It fulfilled the aim which was to raise awareness of the NDP and gather comments / ideas about issues which are important to the Parish. It had been advertised in the Peterstow Times beforehand, there were flyers placed at various locations around the fete and its location meant that it was visible to those walking by browsing the stands. Most people felt that there was a steady stream of visitors to the stand and that as not everyone had placed a dot on the demographics chart, the number of visitors was actually higher than the 48 recorded by the dots. Whilst a banner might have been nice, we didn’t have the money for a weatherproof one and it was not thought that it would have particularly added to the number of visitors to the stand. It was agreed that **SB** would take a photo of the map showing the dots placed on it at the fete and then remove them so that the map could be re-used in the future.

3. Feedback from Bridstow’s Open Meeting

RH was the only person present who had attended Bridstow’s open meeting. It was run along the lines of Data Orchard’s guidance for public consultation events with display areas covering different themes, maps, pictures, a demographics sheet, post-it notes for comments, the results of their questionnaire and suggestions for where to build housing etc. The issues they covered were similar to those we thought would be relevant to

Peterstow; there was nothing there that we hadn't thought of already. We wondered whether they had come across any restrictions which would also apply to us, such as Highways' regulations which prevented access on to the A49 or pedestrian crossings etc. It would be worth knowing this in advance so that we can factor it in. **SB** agreed to ask Data Orchard if they have any information about this.

4. Peterstow NDP Facebook Page

RG has set up a Facebook page which will help raise awareness of our NDP, particularly amongst younger people. We should **ALL** "like" the page if we have Facebook accounts. **SB** will ask RG if he will keep the page up to date with our articles from the Peterstow Times, the minutes of our meetings, agendas, and details of other public events. It would also be useful if it could direct visitors to the village website.

5. Preparations for Questionnaire

We discussed the best way to approach this and agreed that we all needed to review Data Orchard's compendium and Bridstow's questionnaire in advance of our next meeting to identify which questions we might want, or definitely don't want to include in our questionnaire. **SB** will send these out to everyone again. There are lots of way of asking the same question, so if we can at least identify what questions we want in general, we can then decide our preferred way of asking that question. **RH** will contact Data Orchard in advance of the next meeting to see if they can give us any guidance on how best to approach this task. We will also need them to attend the next meeting to help us with this and advise us on how many questions to include and how to avoid duplication etc. It was thought that we would need longer for our next meeting (at least 1.5 hours), so it was agreed that we would start at the earlier time of 7.00pm.

We discussed how best to ensure that we deliver a questionnaire to everyone in the Parish aged 16 and over. **SB** had heard from Electoral Services that the full electoral register is available to the Parish Council. However, they have to review the legislation to see whether what we want to use the information for is a permitted use. They will get back to her. In the meantime, **SB** will ask Data Orchard what other parishes have done about this, **SG** will see if he can find any information about properties in the Parish from HC's website and **RU** will try to compile a list of households in the Parish using postcodes. Once we have a list of all households, we will be able to identify how many questionnaires some of those will need from our own knowledge. **RH** will check with the Parish Council Clerk about Data Protection issues.

6. AOB

RT had kindly done a first draft of an article for the next edition of the Peterstow Times. **SB** will add to it to include more about the village fete stand and then send it to Harry.

PG met the Chairman of Hentland NDP who we can contact if we need any information.

The next meeting will take place on the slightly later date of **Tuesday 6th September** at **7.00pm**. There being no other business, the meeting closed at 8.35pm.