



Minutes of Steering Group Meeting – NDP
Monday 3rd October 2016, 7.00pm
St Peter’s Hall

In attendance:

Roger Townend	Peter Gratton	Keith Hardie	Chris Gooding (DO)
Sarah Beggs	Barbara Gratton	Richard Gardiner	
Steve George	Rachel Underwood	David Smith	

Apologies: Rob Hunter, Paul Plowman.

1. Draft Questionnaire

We reviewed the latest draft of the questionnaire, which included Data Orchard’s (“DO”) comments. It was agreed that we would have a short explanation at the beginning of the questionnaire about how to complete the questionnaire etc. in case the covering letter becomes separated. This also means that we will only need 1 covering letter per household to go in the pack. After discussion, it was decided to make a few amendments to the questionnaire and to incorporate DO’s suggestions. The main areas of discussion focussed on settlement boundaries (Q. 14) and the demographics section.

It was thought that the settlement boundaries question might be too detailed and confusing. We considered having a question referring to areas on a map, or including a reference to other options (such as having strict criteria for permitted development), but decided that this was really a topic which ought to be dealt with at a later stage. In the meantime, it might be useful just to try to establish people’s views about whether future development ought to be restricted to either the village or to 1 or more other areas of the Parish.

With regard to the demographics section, DO cautioned against including the option “prefer not to say” because more people might leave this section blank than would otherwise be the case and the information obtained from it would be helpful to understand the views of different groups. We can explain at the beginning why we are asking these questions and people who don’t want to complete it will leave it blank anyway. Aside from this, it was agreed to add an additional age category of 16-18 and an additional question asking how long people have lived in the Parish.

SB will make the agreed amendments and send it to DO for formatting. If the format allows, a map of the Parish will be included in the questionnaire. DO will then send out a final

version of the questionnaire to be proofread before it is sent to the printers. It was agreed that the questionnaire would be printed portrait and DO will format it such that the questions are not separated from the choices, which will make it easier to answer.

Given the need to get the questionnaires out before December and so as not to inundate people with too much paperwork, it was agreed that we wouldn't send out any other questionnaires at this stage.

2. Covering Letter

It was agreed that the letter ought to mention that it is sent on behalf of the Parish Council to give it an element of authority. **RT** will check that Martin is happy with this. We won't give the names of the people delivering and collecting in the covering letter in case they need to be changed and to avoid having different versions of the letter to print out. We will simply give the names and numbers of people who can be contacted for help or for more questionnaires and then the person delivering can put a sticker on the clear bag in which the questionnaires will be delivered, specifying their name, number and when they will be returning to collect.

As we are going to have some instructions on the front of the questionnaire itself, we can take these out of the covering letter. Finally, it was agreed that we wouldn't include any references here about any further questionnaires / calls for sites that might be sent out in the future. **SB** will make these amendments and the letter will be circulated for approval.

3. Prize Draw

We have approval from the Parish Council to have a prize draw of £50. DO advised that there should be a separate sheet dealing with the prize draw which is attached to, but detachable from the questionnaire. It was agreed that when we have collected all of the questionnaires, we will have a meeting (which DO will oversee) when we open all envelopes, detach the prize draw sheets and hand the questionnaires over to DO. The prize draw winner can be announced at the open meeting when the results of the questionnaire will be fed back to the Parish. This might also encourage people to attend that meeting.

4. Distribution List

We now have a list of all the properties in the Parish. There are about 17 properties, however, in respect of which we do not know the number of registered electors, or whether the property is empty. **SB** will circulate the list in case anyone can help with this. Otherwise, the distributors will have to try to establish this when delivering, as well as checking whether there are any 16 year olds in the property. Our current total is 370 registered electors and 199 properties.

The properties can either be arranged into 8 or 12 areas depending on how many volunteers we have to deliver. **Everyone** will let SB know whether they can help deliver and / or collect, or know someone else who can, and provide any dates for when they are away. **SB** will send this to **SG** who will organise the volunteers.

It was acknowledged that some people have a strong involvement in village life and live very central to the village, but technically live just outside of the Parish. The residents of the lane where Bowers Barn, Bowers House etc. are located are one example of that. It was agreed that we ought to include those properties on the distribution list for the questionnaires, together with any other individuals who come forward who fall into this category. They won't, however, be able to vote in the referendum as that is restricted to registered electors in the Parish.

5. Distribution Method / Plan

It was agreed that **DO** would organise the printing of the questionnaires and the purchase of the clear bags. We will need 450 questionnaires and about 220 clear bags. KH already has 500 white envelopes for the questionnaires. It was agreed that we would have stickers printed (like the heading of the covering letter) to go on each envelope. **SB** will send something to **DO** who will then organise getting these printed too.

The intention is that at our next meeting on 7th November, we will assemble all of the bundles to be delivered and hand them over to the distributors with instructions on what they need to do. The questionnaires will be delivered during the period 12th November to 20th November (according to the availability of the distributors), which gives us 2 weekends to deliver, hopefully catching more people at home. It would be preferable to knock and speak to people when we deliver, explaining what the process is about. We are more likely to get a better response rate that way. Collection should take place 2 weeks later.

It was agreed that it would be a good idea to put some posters up now advertising the fact that the questionnaires will be delivered shortly. They could be placed in the church, pubs, shop, noticeboards etc. as well as on the website. **RU** will organise this.

6. AOB

The next meeting will take place at the usual time of **7.30pm** on **Monday 7th November** in St Peter's Hall, Peterstow. It would be useful if all distributors could attend that meeting.

There being no other business, the meeting closed at 8.45pm.