



Minutes of Steering Group Meeting – NDP
Monday 5th December 2016, 7.30pm
St Peter's Hall

In attendance:

Roger Townend	Rob Hunter	Steve George	Paul Plowman
Sarah Beggs	Rachel Underwood	David Smith	Roy Coldrick
Barbara Gratton	Peter Gratton		

Apologies: Martin Lown, Keith Hardie, Richard Gardiner, Brian Roe.

1. Questionnaire Collection and Processing

Everyone had managed to distribute and collect their questionnaires without any problems arising. It was thought that we might need to make an extra effort in the future to ensure that those people who live within the parish but outside of the village itself are kept informed and involved in this process as some had not heard about it before.

All checklists were handed to RU to keep. They recorded 383 questionnaires as having been distributed. The questionnaires from each route were handed to a person not involved in the distribution or collection for that route and were then processed as follows: questionnaires were counted to ensure that the numbers tallied with those recorded on the checklists, all white envelopes were opened and any blank questionnaires discarded, completed prize draw sheets on those questionnaires that had been filled in were detached and handed to RH to keep hold of safely until the public meeting in 2017, the questionnaires were then given to SB to pass on to Data Orchard. A total of 290 questionnaires were recorded as having been completed, although Data Orchard will check and verify this. This gives a return rate of 75%, which is excellent.

2. AOB

It was agreed that the next meeting won't take place on the first Monday in January (4th) as Data Orchard are unlikely to have analysed the questionnaires by then given the holiday period. SB will get an indication from them as to when we can expect the results and the date of the next meeting will be set then.

Everyone was thanked for their efforts this year. There being no other business, the meeting closed at 8.20pm.