

### NP committee meeting (1<sup>st</sup> November 2016)

Attending: Keith Williams (KWi), Tim Cox (TC), Iestyn John (IJ), Kevin Wooff (KWo), Martin Parkes (MP)

#### **Actions from the last meeting**

Action 1: KWi to draw up formal project plan from draft agreed at meeting. – *Done. On website*

Action 2: IJ to develop a ToR for the NP committee – *Done. On website*

Action 3: IJ to complete the expression of interest for the Locality grant and KWi to follow this with a formal application. – *Done. Have received grant.*

Action 4: IJ, KWo and TC to draft questionnaire. MP to review. - *Done*

Action 5: MP to gather background evidence from statutory bodies. KWi to draw together local background evidence (e.g. from parish council). - *Done*

Action 6: KWi to contact parish paper committee regarding distribution of questionnaire and councillors regarding return of paper copies. - *Done*

#### **Notes from this meeting**

The draft questionnaire was reviewed in detail and wording agreed. The parish paper has agreed to distribute the questionnaire with the paper, but requested that this is not with the January edition. Hence it was agreed to target distribution with the December edition. The actions required to achieve this were agreed (below). It was noted that actions would need to be done quickly in order to meet the distribution deadline. The 17<sup>th</sup> December was agreed as a deadline for return of questionnaires. It would be desirable to have reminder posters around the parish as the deadline approaches.

**Action 1: TC to contact printers and obtain deadline for having the questionnaire with them in order for 320 copies to be printed and returned to the shop by around 25<sup>th</sup> November.**

**Action 2: KWi to amend questionnaire with agreed changes and pass to KWo for review.**

**Action 3: KWo to provide question on renewable energy**

**Action 4: MP to provide wording for question on housing (with preamble on how many houses had been built in last 14 years) and the question on the feel of/vision for the parish in 2030.**

**Action 5: MP to lay out the questionnaire with columned tables for the answers.**

**Action 6: MP to make up online version of the survey.**

**Action 7: All to ask friends and family to review questionnaire and feedback any required changes ASAP.**

**Action 8: KWi and TC to discuss return of paper questionnaires again with councillors at the next parish council meeting.**

**Action 9: KWi to contact parish paper to confirm December distribution and agree logistics.**

**Action 10: MP to ask Tim Spurway (EDDC) to attend next meeting and find out availability for early December.**