

STRETE NEIGHBOURHOOD PLAN – STEERING GROUP MEETING

Minutes of the meeting held in the Parish Hall at 7pm on Monday 25th April 2016.

Administrator - Ralph Clark

Present - Steering Group Members:

David Ferguson	Claire Smith	Pam Wills
Harry Fenton	Louise Newman	Kate Gill
Jeremy Swainston	Jane Hall	Mark Hanson
David Rothwell		

Apologies: Giles Helliwell Malcolm Hollis Graham Campbell
 Andy Pound

Working Group Members:

Jill Welham	Penny Penhale	Andrea Phillips
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Apologies: Liz Ferguson

Minutes of the meeting held on 29th February 2016 were reviewed and approved.

Matters Arising:

There were no matters arising

Since the last meeting the Household Survey forms were hand delivered to properties in the parish during the weekend 12th and 13th March.

Members of the community were asked to complete the survey documents and seal them in the envelope provided before posting in one of the ballot boxes provided at the Village Shop / Post Office, The Kings Arms or the Parish Hall.

Although the target date to complete and post the survey document was 22nd March 2016, the ballot boxes were left in position until the 30th March 2016.

224 survey documents were returned from 480 distributed – a return of 47%. This is considered to be an excellent return and shows the commitment and interest shown by members of the community in matters affecting the parish.

A PRIZE DRAW took place in the evening of 30th March 2016 where the first one drawn out of the box, that had contact details included on the survey form, won £100.

The winning document was that from Mr R. Lloyd.

All returned survey documents with contact details included were subsequently redacted using a permanent marker pen on completion of the Prize Draw to comply with the agreed requirements of the Data Protection Act

This was followed by three consecutive meetings on Monday evenings through April at which volunteers set about collating and summarising the responses in the survey

documents. At the end of each meeting the survey documents were retained in a locked ballot box to protect the transparency of the survey. The box was retained by one person and the keys for the lock by another to ensure no access could be made until the next meeting.

The process for summarising and verification was agreed as follows:

1. Working in pairs – one person called out the response for each item on the response form, whilst another recorded this as a strike on the summary sheet.
2. The fifth strike was marked diagonally across the four previous strikes so that batches of five could be counted on completion of each batch of 30 response forms on the summary sheet.
3. One person operated as a supervisor between two pairs to ensure the agreed process was being followed accurately as well as verifying the count was correct.
4. As each section was completed on each response form, the group carrying out the count initialled each section on the response form to confirm that section of the response form had been completed.

No minutes were recorded at these meetings.

A summary record of the responses and comments received in the survey documents was presented at the meeting for members to comment on.

It was decided that the information presented needed more time to properly comment on and that, therefore, it was agreed to email copies of the summary documents to each member to evaluate and consider before the next meeting.

The meeting closed at 8:00pm

PROPOSED AGENDA

The next meeting will be 9th May 2016 at 7pm in the Parish Hall.

The objective for this meeting will be to comment on the summarised issues with the objective of determining the priorities of the community from then responses received.