

## **Minutes of the Neighbourhood Planning Group meeting – 2<sup>nd</sup> January 2019.**

Present: Gill Williams, Anne Selway.

Support: Marian Barber, Parish Clerk

Apologies: Andy Scarisbrick, Carolyn Scott, George Scott

The minutes of the last meeting were agreed as accurate.

The revised Terms of Reference were agreed as appropriate, to be recommended to the Parish Council on 14<sup>th</sup> January 2019 for adoption.

The draft survey questionnaire had been circulated to NP Group for comment and all had confirmed that it was logical and easy enough to complete. NSC had confirmed the use of their maps was allowed as long as the correct copyright / licence wording was included.

Given the importance of this initial survey it was agreed that banners should be produced and sited on the Play Area railings, the bus shelter, the bench on Celtic Way, on The Veale noticeboard, and near the Post Office (perhaps on the croquet lawn fencing. Wording to be “BLEADON FUTURE – HAVE YOUR SAY – COMPLETE YOUR SURVEY NOW”. **Actions = Gill** to prepare and site the banners. **Marian** to check with Croquet Club.

Webglu have set up the website and email address. **Action = Marian** – final check before going live.

A small number of amendments were made to the survey. Webglu to finalise the online survey and provide it in a format for printing. Marian to check how online surveys are logged / numbered and how they can be printed out.

Agreed that the printed survey should be booklet style with a colour cover. **Actions = Marian** to liaise with printer. **Gill** to prime the delivery team; any addresses not covered will have a survey posted to them. Spare copies will be available at the Post Office and the Church porch.

Boxes to receive the completed paper surveys to be placed at the Post Office and the Queens Arms (**Action = Marian** to check). **Action = Marian** to empty the boxes twice a week and number consecutively all surveys. These will be input to the online system in order to simplify the analysis.

A table has been booked at the Bleadon Village Market on Saturday, 19<sup>th</sup> January to promote the survey.

The next meeting will be at 7pm on Wednesday, 20<sup>th</sup> February 2019, at Gill's house. Thereafter 20<sup>th</sup> March, 17<sup>th</sup> April and 22<sup>nd</sup> May 2019.

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