

Notes of the Meeting of the Dorstone Neighbourhood Planning Steering Group held on Wednesday October 2nd in the Village Hall

1. **Present** – Colin Thomas, Tony Usher, David Phillips, Chris Hendy, Richard Burt, Sue Atkinson, Russell Goodwin & Cathy Gethin
2. **Apologies** – Sarah Cattrell, Mary Hession, Simon Gaze, Alistair Phillips, Tim Roger, Sophie Robinson,
3. **Notes of Previous meeting** – these were agreed and all matters arising were covered by agenda items.
4. **Adult Questionnaire** – the sixth draft was reviewed on screen. This version was based on the feedback from the Pilot questionnaires and the comments received from Data Orchard (Chris Gooding and Maxine Bennet). Various changes had been made. Significantly it was agreed to delete the section on broadband as this had been covered in a recent questionnaire and there was clear action in the pipeline to improve the service. The Conservation Area questions were also deleted as conservation policy and rules remained unchanged and could not be altered by neighbourhood plans. Future housing needs was also deleted as this had been covered in other recent surveys. The section on household data was merged with personal questions, thereby avoiding the complication of having one member of each household being required to answer additional questions. It was agreed to explain these omissions in Appendix A and in the next Parish Council Update. The net effect of these changes was to make the length of the questionnaire more reasonable. The final draft version of the Questionnaire is attached to the email sending these notes.
5. **Youth Questionnaire** – the fourth version was reviewed on screen. The final version is attached to the e mail sending these notes. Feedback from the trials showed that a number of the questions were difficult to answer and were either deleted or amended. Suggestions from Data Orchard to simplifying the wording were accepted.
6. **Printing and Distribution** – David and Alistair had obtained quotes for printing the questionnaires and these would be discussed and agreed by the Parish Council. John Platts will be formatting the final versions in readiness for printing. Distribution would be undertaken by members of the Group on a similar basis to the distribution of leaflets in May, although with new members the “delivery routes” will be amended to reflect their involvement. As with the Parish Plan collectors will deliver and collect. It was noted that the prize draw entry sheet would be placed inside the envelope and then removed when the envelopes were opened in the presence of an independent adjudicator.
7. **Data Collection and Analysis Quotes and Grant Application** – it was agreed that these matters would be dealt with by the Parish Council at their next meeting
8. **Date of Next Meeting** – as the main activity over October and November will be the completion and analysis of the questionnaires it was agreed to keep the date of the next meeting open. Hopefully this would be called when the results of the questionnaire were available. Any matters in the meantime could be dealt with via E Mail.