

Minutes of the Parish Plan Steering Group

Held on 14 May 2019 in the Church School Room

Present: Jon Hector, Alan Sutton, Steve Harding, David Heywood, Barry Noakes, Jo Miles, David Watson, Jo Lloyd.

1. Apologies for absence

None given.

2. Minutes of the last meeting

The minutes of the meeting held on 9 April 2019 were agreed.

3. Matters arising not otherwise on the agenda

None.

4. Final review of questions and questionnaire

Alan had previously circulated the latest draft of the questionnaire. There was a final scrutiny of the questionnaire. Several corrections were made to ensure clarity and the logic in the answers. The preamble was also revised to ensure clarity. Jon would produce a complete version of the final questionnaire, including the online version, and circulate to all for final proof reading. The final version would be sent to the printers no later than 20 May.

5. Distribution of questionnaire

A short meeting will be held on 25 May to put the pack together. Alan will provide delivery lists for everyone. He will also put a notice in the Village Scene and on the website. The May meeting will discuss and confirm the distribution and collection arrangements. The June meeting will move to Tuesday 25 June following return of the questionnaires.

6. Date of next meeting

7.30pm on Tuesday 28 May 2019 in Church school room to collect packs for distribution.

7.30pm on Tuesday 25 June 2019 in Church School Room for returned questionnaires.