

**Aylesbeare Neighbourhood Plan Steering Group (B) Meeting**  
**Minutes 9<sup>th</sup> January 2018**

**Attendees**

Paul Brinton  
Steve Greenslade  
Jenny Meredith  
Brett Mitchell  
Bill Pearson

**Apologies**

Mark Fisher

**8pm – Finalising the Questionnaire**

The group discussed the number of questionnaires to be distributed to every household in the village. We researched the draft Neighbourhood Plan, reviewed the Aylesbeare Parish OS Map, the Parish Council Website and online statistics to identify the number of households in the village. We agreed to print 200 copies at this stage.

SG had gathered a quote from a printing shop in Exeter that covered running off double-sided sheets in a bright colour. For 200 copies the cost would be £45.60. The group unanimously agreed this was a reasonable amount of money, given that since starting Steering Group (B) no money had been spent from the available Neighbourhood Plan funding.

**Action Point:** SG to arrange and pay for the printing of the questionnaires and to provide receipts to the Parish Council.

**Distribution of the questionnaires**

The group reviewed the Aylesbeare Parish OS Map and spent some time dividing the Parish into 5 areas for distribution.

The group numbered each of the areas and then pulled out numbers from a hat as a way of randomly distributing an area to each person in the group.

**Action Point:** JM to draw out the 5 areas on to OS maps for each member of the group, to ensure the whole Parish is covered and there are no overlaps in the distribution.

**Date of Distribution and Communication to Parishioners**

The group discussed the best date for the distribution of the questionnaires. It was felt that a high response rate was essential to ensure that the final results were a true representation of the community.

It was felt that we should not distribute the questionnaires during a school holiday period such as February half-term or Easter. The group discussed that January is usually a month when people remain at home after the Christmas period and families with children are at home because schools are operating a normal timetable. It was unanimously agreed that week commencing 27<sup>th</sup> January should be the distribution week.

The group had sought advice from the former Chair of the Neighbourhood Plan Steering Group and he had outlined that the collection of the questionnaires is the most difficult aspect of the distribution. He suggested that we may need to return to people's homes a number of times to collect the questionnaire if they have been away or are out at the time you call. The group therefore agreed to add a note at the top of each questionnaire to inform Parishioners of when we would be returning to collect the questionnaire and to suggest they leave their completed form in a plastic bag by the front door if they were to be out. We also agreed to extend the collection period until 10<sup>th</sup> February to give us all time to return several times (if necessary) to each property to collect a questionnaire.

We agreed to inform Parishioners of the distribution dates in the following ways:

JM to announce the dates at the next Parish Council Meeting

JM to request a note is placed on the front page of the Parish Website informing residents of the dates when the questionnaires would be distributed

The group agreed to meet briefly on the 22<sup>nd</sup> January for SG to issue the questionnaires and JM to give out the annotated OS maps.  
The meeting closed at 9.10pm