

Neighbourhood Plan Steering Group
14th September 2021

Attendees: Cllr David Gaye
Cllr Niamh Mahon
Cllr Olivia Lyons
Cllr Ian Pyke
Town Clerk

Apologies:

Cllrs Gunner and Martin sent apologies.

Notes / Actions:

- No survey comments had been passed through – HG to send out survey again asap for **Cllrs action**
- **Cllr Pyke** to look at uploading survey to Survey Monkey – may need to buy a package on this as basic may not give us access to enough questions
- CCDC evaluation of survey results – **Cllr Lyons** to bring matter to an upcoming meeting at CCDC
- **Cllrs Mahon and Gaye** to look at consultancies that may support ongoing work to the Neighbourhood Plan – will they also do evaluations of data from survey?

2nd October – Artisan Market and Launch of Questionnaire

- Need to sort cost of distribution and printing of letter advising of survey and deadline **HG to action**
- **HG** to write letter on RTC headed paper with other logos, to go to all residents explaining the survey, how to complete online, where they can pick up paper copies etc.
 - Spa – **OL** to ask
 - Co-op Springfields – **OL** to ask
 - Co-op @ Peartree – **OL** to ask
 - Tesco's – **HG** to ask
 - Lloyds Bank – **HG** to ask
 - Library – **HG** to ask
 - Morrisons – **HG** to ask
- Need to sort collection boxes for the surveys – email submission office@...
- Artisan Market staffing:
 - Cllr Mahon 11am – 2pm
 - Cllr Lyons 11am – 2pm
 - Cllr Gaye 2.30pm – 4pm
 - Cllr Pyke 2.30pm – 4pm
 - HG 10am – 4pm