**Neighbourhood Development Plan Meeting 19th May**

**Present:** Mike Worden (Chair), Jean Evans, Pat Lott, Helen Kelly, Jim Cameron, Phil Coombe, Teresa Bartliff, David Evans, Nicholas Backstroom, Mrs Lorraine Mellor, Aliosn Bennion.

Mr Worden opened meeting and gave a background to the work of the group for the benefit of new members. He covered the consultation process, guest speakers and the advice taken from CWaC.

He advised that the group had been successful in getting a grant from ‘localities’ which enables us to proceed with the consultation.

**Minutes of Last Meeting:**

Looking into the possibility of using ‘Survey Monkey’ to allow for on-line responses. Cost approx. £450 for licence.

Action: Clerk is looking into this further.

Funding from Parish Council.

Action: Clerk to make formal request and the advise of next steps.

Mr Cameron gave an overview of previous nights update he gave to Parish Council.

Discussion took place around the need for the Questionnaire to be approved by PC prior to release – suggestion that devolved powers be agreed and minuted at next PC meeting.

Jean Evans is to contact the Clerk at Winsford to ask about the arrangement they made re delegated powers.

Action – Helen Kelly to arrange this item to be added to next PC agenda. **(Suzi, please note)**

**Resources Update:**

Clek is looking into sourcing exhibition boards and maps to raise public awareness. It was confirmed that funds were available for this.

**Questionnaire Pilot Study Results:**

Phil Coombe and Jim Cameron carried out a pilot at Weston Grove school. 8 of 12 asked responded.

Following feedback the order of the questions is to be revised.

Some respondents liked Yes/No questions and other liked current free format.

Concerns that the length of time needed to complete may hinder responses.

Looking to use posters and promotions to encourage completion.

Jim Cameron gave a summary of responses following pilot exercise.

Suggestion made that the questionnaire states that it is optional to answer all questions – this will also help us to understand what are seen as the most important issues.

Consideration given to providing a large print version.

Action:Jim and Phil to revise questionnaire and re-order questions.

**Outstanding Issues:**

Layout, printing and circulation – deciding on a return address and availibilty of deposit boxes.

Support for a prize draw for completion – the Zoo or local supermarkets could be asked for prizes.

Aim is to distribute questionnaire by mid July.

Noted that the next PC meeting is 29th June when questionnaire would need to be approved.

**Action:**

Agree collection points with local businesses. Parish Councils are to contact suitable businesses and Jean Evans will coordinate and finalise.

**Action:**

David Evans to look at material for inclusion on exhibition boards.

Distribution – suggestion made that we contact ‘Inside Upton’ to see if delivery can be made in conjunction with the magazine. Phil Coombes to progress.

Twitter account – intention to start drip feeding tweets and following others in Upton.

**Action:**

Suzi to be asked to contact local schools to try to generate interest in a competition to design a logo ready for September and to raise profile. Possibility of making presentation to local schools.

**Next meeting:**

Thursday 9th June – 7.30pm