

UPPER CLATFORD NDP STEERING GROUP (SG)

Tuesday 19 September 2018
The Old Malthouse, Upper Clatford

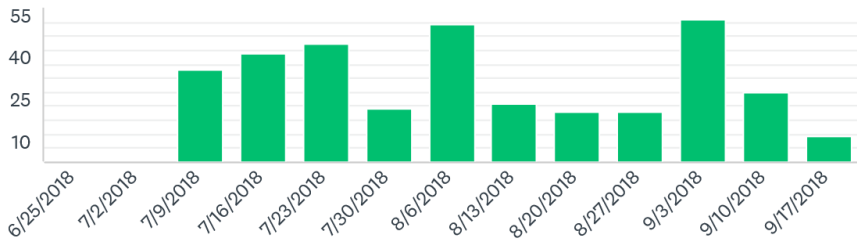
Reference Document: SG_Meeting6_19-09-2018

Attending: C Eyre (CE), A Newell (AN), Nick Shah (NS) A Lockhart (AL).

Observer status: P Heslop (PH)

Apologies: A Wilson (AW), D Coole (CD),

Minutes by: C Eyre

1	<p>Apologies for absence: A Wilson (AW) D Coole (CD),</p>																													
2	<p>Business Survey</p> <ul style="list-style-type: none"> The draft Questionnaire was reviewed, and amendments agreed. CE to update and distribute as pdf doc. Register of Businesses in Parish was reviewed, and allocation made for SG members to <ul style="list-style-type: none"> Call their allocated businesses Explain that PC is gathering input from parishioners on Development and Planning related issues as well more general feedback on views on matters Explain we also want to gather views of Business Community in the village, which we will include is input into the evidence document which will inform the Neighbourhood Plan We have a SurveyMonkey which will take about 15 minutes to complete Ask them if they wish to contribute and if so, get an e-mail address to which we can send the formal request and link to access the questionnaire We agreed that we would try and get all email addresses by 26th September Email questionnaire with covering letter on 27th September Closing date for responses Friday 19th October Include analysis as part of feedback before Feedback Meeting 																													
3	<p>Progress on Questionnaires</p> <ul style="list-style-type: none"> CE reported that so far, 324 on line responses had been received which exclude 150 additional respondents. In addition, 27 hardcopy responses have been received, which included an extra 22 additional respondents. <p style="text-align: right;">6/25/2018 - 9/17/2018</p>  <table border="1" data-bbox="351 1545 1212 1792"> <caption>Weekly Response Data</caption> <thead> <tr> <th>Date</th> <th>Number of Responses</th> </tr> </thead> <tbody> <tr><td>6/25/2018</td><td>0</td></tr> <tr><td>7/2/2018</td><td>0</td></tr> <tr><td>7/9/2018</td><td>35</td></tr> <tr><td>7/16/2018</td><td>40</td></tr> <tr><td>7/23/2018</td><td>42</td></tr> <tr><td>7/30/2018</td><td>20</td></tr> <tr><td>8/6/2018</td><td>50</td></tr> <tr><td>8/13/2018</td><td>25</td></tr> <tr><td>8/20/2018</td><td>20</td></tr> <tr><td>8/27/2018</td><td>20</td></tr> <tr><td>9/3/2018</td><td>50</td></tr> <tr><td>9/10/2018</td><td>25</td></tr> <tr><td>9/17/2018</td><td>10</td></tr> </tbody> </table> <ul style="list-style-type: none"> These additional respondents represent 172 parishioners who are covered as additional parties on the above questionnaires. The total is therefore 523 and based on 1232 individuals on the Parish Electoral Roll this represents approximately 43% of residents. 53 Volunteers have registered for the Working Groups: <ul style="list-style-type: none"> Business in the Community = 4 	Date	Number of Responses	6/25/2018	0	7/2/2018	0	7/9/2018	35	7/16/2018	40	7/23/2018	42	7/30/2018	20	8/6/2018	50	8/13/2018	25	8/20/2018	20	8/27/2018	20	9/3/2018	50	9/10/2018	25	9/17/2018	10	
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	<ul style="list-style-type: none"> ○ Facilities and Recreation = 5 ○ Housing and development = 17 ○ Landscape and environment = 27 ● The SG agreed that >50% response should be the target and a final push is required. To achieve this: <ul style="list-style-type: none"> ○ All non-respondents will be identified from the SurveyMonkey on Thursday 27th September by AN who will produce a list of non-respondents, after we have accounted for all hard copy respondents (CE to collect new questionnaires from C&S and Greenfield and prepare list) ○ AN and CE will allocate this to members of SG and PC and request a personal visit to each one over weekend 29th – 30th September. ● Closing date for respondents will be extended to Monday 10th October. Update to be added to Banner “Done your Questionnaire? Closing date 10th October. SUBMIT IT TO WIN IT” on 26th September. 	CE
4	<p>Programme to Feedback Meeting</p> <ul style="list-style-type: none"> ● Adding additional hard copy data and duplicates – 10th – 29th October ● Questionnaire analysis to 19th November ● Preparation for Feedback Meeting 19th– 26th Nov ● Feedback Meeting – 7.30pm 26th November – PH to book Village Hall 	All All All PH
6	<p>Next Meeting – 1800 Monday 8th October at Old Malthouse to prepare for next Parish Council Meeting (Sarah Hugh’s to be invited) where we will present:</p> <ul style="list-style-type: none"> ● Final register of resident respondents ● Progress on Business Sector ● Final register of Volunteers ● Plans to the Feedback Meeting ● Process to be followed post Feedback Meeting 	ALL