

Community Engagement Working Party

Meeting, Brunel Room

Nov 3rd 2014

Minutes

Those in attendance: M.Inskip, R.Seymour, and R.Wisdom

Apologies received: S. Partington and S.Smith

1. Neighbourhood Area – The Questionnaire

Prepare a draft

Having examined the Neighbourhood Plan Questionnaires as used by 4 Parish Councils, it was decided that the one used by Aldingbourne Parish Council was closest to our requirements and could be used to develop our own. The meeting then discussed this Questionnaire following which an initial draft will be put together and distributed to WP members to enable the proposed questionnaire to be presented at the November Full Council Meeting.

Action: RW to prepare and distribute initial draft of questionnaire

Design/Print the survey

To facilitate posting A4 'Z' folded was agreed upon as the finished format. Layout to be prepared in-house along the lines of the Aldingbourne format. Print to be carried out by the Parish Council and David Wright to be approached for the folding.

Online Survey

As previously agreed, Survey Monkey will be used.

Survey Distribution

One questionnaire to be delivered to every household.

Coding/Analysis

To be carried out by the WP using an agreed form to facilitate the process.

Collection Points

As agreed at a previous meeting the following collection points are proposed:

The School

The Surgery

The Pavilion

For residents in The Gault it was agreed that Brian and Yvonne Haddock are approached to see if they would be prepared to act as a collection point for residents living in The Gault.

2. Neighbourhood Area

R.Seymour reported that Katie Child is changing roles at the District Council and will be replaced by Stuart Patience. Katie Child has already stated that she will print off a map of our Parish Boundary to be included in our Neighbourhood Area application to the District Council.

Action: R. Seymour to send in our Neighbourhood Area application to the District Council using the Framlingham application for guidance.

3. Plan for the Open Meeting

- **Meeting Venue and Date.**

February 5, 12 and 19 2015 were put forward as suggested dates to be held at the Glebe.

Actions: R.Seymour to approach Stuart Patience to determine if he would be available on one of these dates to present the topic 'What is a Neighbourhood Plan?' Following this R. Wisdom to approach Cambridge Research Group to determine their availability on the agreed date to present 'Do you know your village?'

4. Pepperpot Christmas issue

With the copy deadline being November 17th the following editorial items were agreed upon for inclusion:

- From the Chair, Message from the Chairman (already submitted)
- The Neighbourhood Plan
- Parish Council elections 2015
- Cycle Path
- Council Budget 2015/16

Next Meeting: Monday December ?, 7.30pm, Brunel Room