

Community Engagement Working Party

Meeting, Brunel Room

Sept 15th 2014

Minutes

Those in attendance: I.Dewar, M.Inskip, R.Seymour, S.Smith and R.Wisdom

Apologies received: S. Partington

The meeting concentrated on 3 areas related to the Neighbourhood Plan.

1. Neighbourhood Area

At the previous meeting it was agreed that Amberlea Kennels should be approached to see whether or not they would like to be included in our Neighbourhood Plan and that if they responded positively Witcham PC should then be contacted to inform them of our intention. Rosie Seymour reported that she had been in contact with Amberlea Kennels, that they had responded positively and that she had also written to Witcham PC. We are now waiting for their response before progressing further.

2. The Survey

- **Draft Questionnaire**

Rosie Seymour and Ian Dewar reported that they are due to meet up in order to prepare a draft questionnaire. It was agreed that the questionnaire would include an encouragement to complete it online to facilitate analysis.

- **How we print the questionnaire**

After discussion it was agreed that in order to improve the response rate the questionnaire should come across as a quality document and therefore should include colour, an introduction to Neighbourhood Plans, why we are preparing one and the reasons for participating in this survey.

To facilitate posting, A5 was agreed upon as the finished size.

It was agreed that CAPALC should be contacted to see if they would be prepared to print the document at cost.

- **Setting up an online survey**

It was agreed that Survey Monkey should be used to do this and that we should carry out a test survey prior to launching our Neighbourhood Plan survey.

- **Survey Distribution**

It was agreed that the survey would be placed through the letterboxes of all residents and stakeholders using volunteers to carry out this out.

- **Collection Points**

After discussion the following collection points were put forward:

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.

3. Plan for the Open Meeting

- **Meeting Venue and Date.**

It was agreed that the Survey would be distributed by the end of the 2nd week in January 2015 prior to the Open Meeting in March. Rosie Seymour agreed to come up with a proposal for the date and venue for the Meeting having examined existing bookings. Cambridge Research Group will then be contacted with the proposed date prior to finalising the details for both venue and date.

Action: R. Seymour

- **Publicity for the meeting**

It was agreed that in addition to our usual methods of promoting events – notice boards, website etc, we would ensure that stakeholders are contacted and that Sutton Notice board is used.

- **Agenda**

The following agenda was agreed upon:

- **What is a Neighbourhood Plan?** It was suggested that we should approach Abby Taylor from ECDC to present this topic
- **Why we are doing a Neighbourhood Plan and the issues**
- **Do you know your village.** A presentation by the Cambridge Research Group

Next Meeting: Monday October 13th, 7.30pm, Brunel Room