

<b>EXBOURNE NEIGHBOURHOOD PLAN</b> <b>Minutes of monthly meeting held in the Village Hall on 27<sup>th</sup> August 2015</b>
---

**Present:**

Adam Hedley (AH)	Michael Brady (MB)	Dorothy Gennard (DG)
Shaughna Robertson (SR)	Sally Kenealy (SK)	Gaye Langham (GL)
Sally Hordern (SH)	Peter Harket (PH)	

Apologies: Nicholas Kenealy, Rod Stewart, Nigel Hoyle

**Action**

1	<p><b><u>Vision / Key Issues and themes / Questionnaire.</u></b></p> <p><b><u>Feedback from Trial Run.</u></b></p> <p>With only a few trial runs being carried out, Adam asked the Group to come back to him with any further feedback by Friday 4<sup>th</sup> September.</p> <p>Following discussion, it was agreed that AH would make some minor amendments to the introduction and a majority agreed to keep the general layout the same.</p> <p><b><u>Timescale for Questionnaire –</u></b></p> <p>The Group would deliver questionnaires over the 2 week period commencing 14<sup>th</sup> September.</p> <p>Collection of questionnaires would take place during the week commencing 5<sup>th</sup> October.</p> <p>SH will print questionnaires in the Village Shop, which had provided the best quote for the job.</p>	<b>ALL</b>
2	<p><b><u>Questionnaire – Household allocation to group members.</u></b></p> <p>The Group was happy with the allocation of households to visit with questionnaires.</p> <p>GL to revise and reissue the delivery list to include businesses as well as households.</p> <p>MB would liaise with GL and reorganise any allocation he thought he was now unable to undertake due to holiday clash with delivery timetable.</p> <p>SH agreed to visit Exbourne Cross Garage and Easterbrook Farm.</p>	<b>GL</b>
3	<p><b><u>Questionnaire – Script.</u></b></p> <p>AH and MB presented a script sheet to the Group to make sure a consistent message is given to people when questionnaires are delivered. The Group agreed to try to stick to this script where possible.</p>	<b>ALL</b>
4	<p><b><u>Logo.</u></b></p> <p>AH and MB had worked on a draft logo for the Group which was given general approval. AH and MB stated that they were still waiting to receive copyright approval for use of the cuckoo image in the logo but hopefully it can be used in future publicity.</p>	<b>AH/MB</b>
5	<p><b><u>Results Analysis.</u></b></p> <p>Some discussion was held about how to analyse completed questionnaires.</p> <p>AH suggested we could use software like “Survey Monkey” or input into an Excel spreadsheet. It would be important to have a clear record of how any conclusions from the analysis were reached.</p> <p>AH agreed to speak to Peter Brickley from the North Tawton Neighbourhood Plan Group to find out about their experience using Survey Monkey. He also agreed to ask Dr. Claire Kelly how she analysed the questionnaires from the last Parish Plan.</p>	<b>AH</b>
6	<p><b><u>Publicity.</u></b></p> <p><b><u>Website.</u></b></p> <p>PH and SH to produce some copy for the Neighbourhood Plan page of the Parish</p>	<b>PH/SH</b>

<p align="center"><b>EXBOURNE NEIGHBOURHOOD PLAN</b></p> <p align="center"><b>Minutes of monthly meeting held in the Village Hall on 27<sup>th</sup> August 2015</b></p>
--

	<p>Council website.</p> <p><b><u>Questionnaire drop off box</u></b></p> <p>PH and SH to produce a questionnaire drop off box with appropriate signage for The Red Lion / Shop.</p> <p><b><u>Questionnaire awareness</u></b></p> <p>PH and SH to produce a poster for The Red Lion / Shop / Village Hall.</p> <p><b><u>Parish Pump</u></b></p> <p>SH to produce copy for the October Parish Pump. Please email copy to AH prior to emailing to Neil Price.</p>	
7	<p><b><u>Project Plan</u></b></p> <p>AH presented a draft Project Plan to the Group.</p> <p>AH asked the Group for continued feedback and comments so the Project Plan can be regularly appraised and updated.</p> <p>PH to distribute A3 size paper copies to the Group.</p>	<b>ALL</b>
8	<p><b><u>Building the Evidence Base.</u></b></p> <p>AH explained that the Group would need to produce a collection of factual information, analysis, and documents that support positions taken in the Neighbourhood Plan.</p> <p>Some examples of the area for which information would need to be gathered include:</p> <ul style="list-style-type: none"> <li>• National and local planning policy and how it affects the Exbourne NP;</li> <li>• Social community evidence (Census);</li> <li>• Economic statistics;</li> <li>• Environmental and conservation matters;</li> <li>• Transport and communication; and</li> <li>• History of the village and surrounding area (introduction).</li> </ul> <p>AH explained that he would like members of the Group to take ownership of an area and produce information as the process continued. AH agreed to circulate examples of Evidence Bases produced by other Neighbourhood Plans as well as links to the Census website and WDBC's evidence base page.</p>	<b>ALL</b>
9	<p><b><u>Finance.</u></b></p> <p>SK to begin developing a budget of expected expenditure for this financial year and 2015/16.</p>	<b>ALL</b>
10	<p><b><u>Any other business.</u></b></p> <p>AH asked for the Group to give him completed Register of Interest Forms.</p> <p>AH would try to invite an external consultant to our next meeting.</p> <p>AH thanked everyone for attending the meeting.</p>	<b>ALL</b>
11	<p><b><u>Date of next meeting.</u></b></p> <p><b>THURSDAY 24<sup>th</sup> SEPTEMBER 7:30 PM VILLAGE HALL</b></p>	<b>ALL</b>