

## Minutes of the Kingswear Neighbourhood Plan Group

**Date** Nov 14th 2016      **Time** 1000am      **Place** Overcreek

### Members attending

Jan Henshall, Lucy Payne, Liz Essex, Suzie Stevens, , David Macilrath, Eileen Parkes , Richard Whittaker. Also present: Dawn Eckhart

### Apologies

Jim Maker, , Ann Searle, Brian Essex

**Declaration of Interest** None

### Topics Discussed

The meeting was devoted to the questionnaire: planning a timeline, the format and contents.

The timeline was agreed as follows:

DE to update Catalyst schedule / costings and send to steering group for approval – this week

- DE to give initial response/outline of survey design by end of this week (18<sup>th</sup> Nov)
- SG to provide SHLA and “Village Sustainability Assessment”
- DE and SG to liaise by email to work up drafts of survey
- DE and SG to meet on Weds Dec 7<sup>th</sup> at 10.30 if needed
- Draft survey to go to PC on 12<sup>th</sup> Dec
- DE to create final print-ready version of survey – by 23<sup>rd</sup> dec
- SG to arrange printing in late Dec/early Jan
- DE to develop on-line version of survey
- SG to promote on-line version and ensure it is hosted on local websites
- Survey (paper and electronic) to be in public domain mid Jan – Mid Feb
- SG to collect and deliver completed forms to DE
- DE to analyse findings and produce report by 31<sup>st</sup> march
- DE to provide draft invoice for PC meeting in March

### Actions

Actions	By whom
Residents parking questions finalised	Lucy
Church questions finalised	Brian
Walking questions finalised	Brian
Hillhead questions finalised	Liz

### Next Meeting

**Date** 21st November 2016      **Time** 1000 am      **Venue** Sunny Cottage

**Minutes approved** .....

**Date** .....

