

	<p>went along. See Core Strategy for an example.</p> <p>(d) Questionnaires: better to have more answer options than 'yes/no'; Staunton-on-Wye's questionnaire was good – GW could provide copy. Fine to have incentives for return. Avoid names on main questionnaires - have separate forms for volunteering and land availability. Include data protection statement on questionnaires (see Guidance Note).</p> <p>(e) Data analysis: NPT gives list of possible companies (inc Data Orchard locally) but cannot recommend one over another.</p> <p>(f) Plan content: possible to have policies about: the School's expansion, possible site for car-park or nursery (all parents should be consulted about this, as many are non-residents); Settlement boundaries for villages (or criteria for where new housing is); protected open space; community facilities (eg village halls, pub); green energy. Cannot have policy about minerals extraction or waste facilities, as this is reserved to national policy.</p>	
NDP/31	<p>Public Participation</p> <p>No members of the public present.</p>	
NDP/32	<p>Project Manager's Report and Project Plan</p> <p>MK and GB had met and were reluctant to produce a detailed plan until funding secured and the committee was more decided about its work. MK tabled an outline timescale for the project.</p> <p>PB reminded the committee that the budget already took into account the different scenarios for what funding was available and had required indicative activities to be specified, so this was in effect a draft project plan, although details of each activity would have to be agreed and reviewed as we went along.</p> <p>Agreed: until a new project manager was appointed, WJ and MK should work on a draft project plan working with the broad stages agreed in November and the indicative activities specified in the budget.</p>	<p>WJ/MK draft plan for approval in Feb.</p>
NDP/33	<p>Budget and grant applications</p> <p>(a) Resolved: to approve the draft budget (v.6) (Annexe NDP33).</p> <p>(b) Resolved: to submit the grant application as drafted by PB and AB once formal written estimates are obtained for the questionnaire analysis and planning consultancy, and Phase II applications open,</p> <p>(c) Resolved: to submit the Lottery Awards for All application as drafted by PB and AB.</p> <p>(d) Agreed: thanks to AB and PB for preparing the applications.</p>	<p>PB obtain estimates and submit grant application.</p> <p>PB submit Lottery application.</p>
NDP/34	<p>Logo and Publicity design</p> <p>Agreed: a simple cheap logo and design format for publicity was needed – perhaps a stylised version of the group parish sketch map already used. PS to bring suggestions to Feb meeting for approval.</p>	<p>PS prepare logo/design proposals.</p>
NDP/35	<p>Information gathering and analysis (Project Stage 3)</p> <p>Received: paper from PLO and HFW (Annexe NDP/35). Agreed proposals in paper subject to comments below, and that PLO and HFW bring final proposals and first draft questionnaire to Feb meeting:</p> <p>(a) Timing: 'Planning for Real' events to be in April, and questionnaire in May.</p>	<p>PLO & HFW finalise proposal and draft questionnaire.</p>

	<p>(b) Questionnaire pack: two return envelopes needed; housing survey being returned individually by households currently.</p> <p>(c) Questionnaire content/format: concentrate on NDP-relevant areas but include more open question for other issues, and include questions relevant to each of the larger settlements. Plan on 12-page A4 format with map and some colour pages. Keep number of questions low, and consider more personal covering letter. Separate questionnaire for any responses with personal identifying information (eg volunteering help).</p> <p>(d) Target groups: Separate adult (16+) and young people's questionnaires. To be completed by individuals, so multiple copies per household. Involve School in developing/designing young people's survey, and explore a specific NDP activity for children at the school just <i>before</i> questionnaires go out. No special questionnaires for other interest groups.</p> <p>(e) Questionnaire testing: committee and small group to trial and comment on drafts.</p> <p>(f) Questionnaire analysis: Use specialist (eg Data Orchard) if funding obtained, but suggestion that committee could look at responses broadly before doing this or at least afterwards to ensure data had been interpreted correctly from regards local knowledge, especially any free-text comments. All responses to be analysed as a whole and not broken down by village or areas of the group parish.</p>	
NDP/36	<p>Professional Planning Advice (Project Stages 4 & 5)</p> <p>Agreed that Clerk contact Chris Gooding at Data Orchard to get a possible planning consultant, and a formal estimate for this.</p>	PB contact planning consultant
NDP/37	<p>Matters for information or future business</p> <p>GW confirmed that permissions for development given before 2011 do not count towards the housing growth targets in the Core Strategy.</p>	
NDP/38	<p>Meeting dates</p> <p>Notes: future meeting dates of: Wed 12 Feb (RVH), Wed 12 Mar (RVH), Wed 9 Apr (SPVH), Wed 14 May (SPVH).</p>	PB confirm venues
	The meeting closed at 10.14pm.	

Signed (Chairman) Date