

Date:	07 January 2015	Stage:	Phase 2 – Community Questionnaire
Period From: 09 October 2014			
Period To:		07 January 2015	
Completed During Period:		Draft questionnaire and Abbtalk article	
Neighbourhood Plan Steering Group (NPSG) held steering group meeting on 07/01/15 attended by:			
<ul style="list-style-type: none"> • David Munden (Chairman) • Richard Whiffin • Wendy Grierson • Brian Mackness • Tim Collins • Johanna Westgate (apologies) • Jan Ray (non attendance) 	<ul style="list-style-type: none"> • Kevin Eales (Secretary) • Trevor Howard • Charles Down • Paula Simmons • Jackie Andrews • Ian Arrow (apologies) • Jeff Walker (non attendance) 		
New Expanded Group			
<ul style="list-style-type: none"> • DM welcomed the new members • RW gave a brief overview of the NP process • DM gave an update on the NP process for Abbotskerswell 			
Action taken at meeting			
<ul style="list-style-type: none"> • Detailed review of draft Abbtalk article • Detailed review of Questionnaire 			
Next stage – Phase 2 - Community Questionnaire and Abbtalk Article			
<ul style="list-style-type: none"> • DM will amend both documents • Any last comments to DM by 12.01.15 • Article to Abbtalk by 16.01.15 – probably separate coloured flyer • Questionnaire to Abbtalk by early Feb – separate coloured document • Obtain printing estimates (KE, RW and DM) • Arrange for questionnaire to be on Parish website, in shop, delivered to businesses and Parish organisations (KE and DM) • Arrange for freepost return (RW) • Arrange for separate questionnaire for the school (RW) • Obtain analysis estimates from CC of Devon (DM) 			
Documents received:			
<ol style="list-style-type: none"> 1. Draft Neighbourhood Plan questionnaire 2. Abbtalk article 			

Actual or Potential Issues:	
<ul style="list-style-type: none"> • Replacement for Andy to be found by DM 	
Due for Completion Next Period:	
<ul style="list-style-type: none"> • Phase 2 - NP questionnaire – Approach CCD for questionnaire support 	
<ul style="list-style-type: none"> • Phase 2 – Focus Group 	
Budget and Schedule Impact of Changes:	
<ul style="list-style-type: none"> • Funding position unknown. c/f • Receipt of money (£1.3k) from TDC confirmed. 	
Signed:	<i>Kev Gals</i>