

Date:	29 April 2015	Stage:	Phase 2 – Community Questionnaire
Period From:	07 January 2015	Period To:	29 April 2015
Completed During Period:	Draft questionnaire and Abbtalk article		
Neighbourhood Plan Steering Group (NPSG) held steering group meeting on 29/04/15 attended by:			
<ul style="list-style-type: none"> • David Munden (Chairman) • Richard Whiffin (Apologies) • Wendy Grierson • Brian Mackness • Tim Collins • Johanna Westgate (part) • Jan Ray (non attendance) • Kevin Eales (Secretary) • Trevor Howard • Charles Down • Paula Simmons (Apologies) • Jackie Andrews(non-attendance) • Ian Arrow • Jeff Walker (non attendance) 			
Matters Arising Phase 2 - Community Questionnaire and Abbtalk Article			
<ul style="list-style-type: none"> • DM will amend both documents COMPLETED • Any last comments to DM by 12.01.15 COMPLETED • Article to Abbtalk by 16.01.15 – probably separate coloured flyer COMPLETED • Questionnaire to Abbtalk by early Feb – separate coloured document COMPLETED • Obtain printing estimates (KE, RW and DM) COMPLETED • Arrange for questionnaire to be on Parish website, in shop, delivered to businesses and Parish organisations (KE and DM) COMPLETED • Arrange for freepost return (RW) COMPLETED • Arrange for separate questionnaire for the school (RW) COMPLETED • Obtain analysis estimates from CC of Devon (DM) COMPLETED 			
Further Progress Report			
<ul style="list-style-type: none"> • Questionnaire distributed via AbbTalk in March Issue 3 to all households. • Reminder to complete and last return date of April 12th on front cover of April Issue 3. • Good use made of FREEPOST arrangement to send to WG house prior to sending out for data entry. • Refined approach utilised MS Word template which made entry simpler. • KE reported that 128 forms received from data entry people: Anne Sercombe, David Munden, Paula Simmons, Tim Collins, Wendy Grierson, Brian Mackness, Kevin Eales, Jan Ray. <p><i>[Note: latest processed count is 159 forms: Anne Sercombe(24), David Munden(50), Paula Simmons(18), Tim Collins(23), Wendy Grierson(11), Brian Mackness(16), Kevin Eales (1), Jan Ray(16; Brian to complete 7 and Jan Ray 1, which should give a grand total of 167, approximately 25% of households.)</i></p> <ul style="list-style-type: none"> • KE met with RW to design the School data entry form with Richard. 			
Action taken at meeting			
<ul style="list-style-type: none"> • Forms to be returned to Wendy until analysis is completed and signed off. • RW to process School forms. • DM to contact Phil Rowe regarding consultant help • Similarly RW to speak with Alex Lessware, TDC, about consultant and invitation to meet to review our progress. • RW to consider contacting Locality to ascertain funding and potential consultancy. • Secondary school children considered to be covered by household survey. 			

Next Stages:

Completion of Analysis: Once all forms are collated, KE will review distribution of data for cleansing.

- Timescale. Data cleansed by end of June.

After appointment of outside specialist help, confirm:

- Interpretations of results.
- Further evidence required.
- Formulation of proposals.
- Writing of report.

Evidence and actions to be considered:

- Document process.
- Confirm cross-section of village contacted.
- Ignore outside involvement (?).
- Create development plan.
- Create proposals/policies.

Documents received:

Sample analysis form:

- Returnees Priorities (WORD)
- Returnees Any Other Comments (Word)
- Small exemplar snapshot of database to date.
- Various examples of histograms and pie charts of data from Part 1 General section, including data counts. The latter showed anomalies and need for data cleansing.

Actual or Potential Issues:

- Replacement for Andy to be found by DM

Due for Completion Next Period:

- Phase 2 – NP questionnaire – Approach CCD for questionnaire support
- Phase 2 – Focus Group

Budget and Schedule Impact of Changes:**ABBOTSKERSWELL NEIGHBOURHOOD PLAN**

INCOME		EXPENDITURE	
TDC	1339.00	Kingfisher	216.00
Locality	765.00	Kingfisher	803.00
		Royal Mail	112.80
	£2104	Royal Mail	57.53
		Swiftprint	87.60
		Expenses for Workshop (Wendy)	55.09
Totals :	£2104.00		£1332.02
		Balance	£771.98

28 April 2015

Locality to be approached for funding of up to £7,000.

Signed:

Kevin Gales