



Minutes of the Meeting held on 29th April 2019

Present: S Slater (Chair), J Thorogood (Vice Chair), D Copperwheat, P Oakland,
D Morris, D Smedley, Paul Sutton, Nick Fenwick, V Firth (Minutes)

1. **Apologies:** John Piddington
2. **Minutes of 1st April 2019;** Accepted as a true record
3. **Outstanding Actions;**
 - a. **Item 3d Gantt time lines for project**

Will be finalised in the next week then circulated. The Group suggested a realistic target date of October 2020 for completion of the Plan.
 - b. **Item 3e Use of Consultant**

The Consultant is coming to the next meeting
 - c. **Item 3f Grant Procedure**

The grant provider is not accepting expression of interest forms at present but hopes to be ready during May. Until then an application can't be completed.
4. **Agree final draft of questionnaire and follow-up actions for launch by mid-June**

The questionnaire was discussed resulting in the following actions;

 - a. **John T** to carry out agreed revisions to the questionnaire before the 8th May
 - b. **Tors** to consider the distribution and collection procedure by 13th May
 - c. **David M** to confirm the availability of a secure box for returning questionnaires
 - d. **Steve** to revise the preamble, after the distribution and collection procedure work
 - e. **Nick** to check the data warning messages comply with regulations
 - f. **David S** to check the housing definitions are correct
 - g. **Steve** to organise a focus group to maximise the potential for collecting meaningful data in the Housing and Land Development section of the questionnaire. (Responses in this section are seen as being the most critical to the development of the Plan). Participants; Steve, Philip, John and Sally.
 - h. **All;** those available attend an additional meeting on Wednesday 8th May at David Smedley's house, to finish the review of the Questionnaire.
5. **Next Full Meeting;** Monday 3rd June

The meeting closed at 21:29