



Minutes of the Meeting held on 17th July 2019

Present: S Slater (Chair), J Thorogood (Vice Chair), P Oakland,
D Copperwheat, P Sutton, J Piddington, V Firth (Minutes),

The objective of this meeting was to discuss response rates and data entry.

The following actions arose;

1. John Thorogood needs each member to split their total return numbers by postcode, please supply number to John by return.
Note: John Piddington has volunteered to cover David Smedley's allocation.
2. Each questionnaire must be entered on Survey Monkey. Each steering group member is responsible for entering returns in their allocated area. To be completed by 31st August.
Note: John Piddington will cover David Smedley's allocation.
3. The response rate is just over 50%. Steve Slater will write a short notice to inform all residents on how the survey went. The notice will thank those who have responded and will extend the online and post box deadline for returns, to the 31st August. .
4. John Thorogood will print the notice and Steering Group members will drop them through letterboxes.
5. The next meeting will go ahead on 5th August. Steve Slater will update Sally Chapman and issue an invite to the September meeting so she may guide data analysis requirements.
6. Grant funding is confirmed. Philip Oakland and Tors Firth must complete acceptance paperwork before 1st August. Note: The grant may only be used to cover expenses going forward.

Next Meeting; 5th August 2019