

**Notes from the meeting of Studley Neighbourhood Development Plan Steering Group (SNDP)
held on Tuesday 13th March 2018 at 7pm in the Council Chamber, Studley Village Hall**

1. Chair - P Beaman opened the meeting and updated the Group on work done so far.

2. Present:

Parish Cllr P Beaman	H Beirne	M Buffery
Parish Cllr N Edden	F Lambden	S Marchant
Parish Cllr A Smith	H Fletcher	G Phillips
County Cllr C Rickhards	G Marshall	R Berry
	G Woodward	M Clapham
Secretary Lesley Gailey		
In Attendance		
	S Shafiq	

3. Apologies:

Parish Cllr C Summers	J Ingram	R Barratt
	P Hunt	

4. Minutes of meeting held on 13th February 2018 were unanimously approved.

5. Terms of Reference –

5.1 It was unanimously agreed that the maximum number of Parish Councillors on the Steering Group would be no more than 50% of the membership.

5.2 It was unanimously agreed that a quorum for the Steering Group would be 6 members.

5.3 Terms of Reference were unanimously approved as amended.

6. Working Groups

It was unanimously agreed that the Working Groups would be as follows.

Amenities	Economy	Environment	Housing
Hilary Volrath	Shohaib Shafiq	Phil Hunt	Martin Buffery
Joan Wallin	Martin Buffery	Robin Jarman	Steve Marchant
Phil Hunt	Neil Edden	Clive Rickhards	Hannah Beirne
Faith Lambden	Gordon Marshall	Gary Woodward	Adrian Smith
Helena Fletcher	Julian Ingram	Hannah Beirne	Paul Beaman
Paul Beaman		Steve Marchant	Gary Phillips
Colin Summers		Bob Berry	Mike Clapham
		Jill Beard	Richard Barratt

7. Questionnaire / Survey

7.1 Neil Edden explained he had produced the first draft of questions to give the group/working parties a starting point.

Lesley Gailey confirmed that every address in the designated area must receive a survey to

gather factual information about the household as well as opinion. However, the survey can be expanded to include all those in the household age 16+ and would seek opinion only. It is possible to include paper and online survey provision but the completed questionnaires must be identifiable (that the person completing the questionnaire is a resident of the address the survey has been sent to). The cost of a survey will be a minimum of £5,700 this includes project management and advice, creation of survey in specialist market research software, printing, distribution, data processing, providing topline report and detailed report with full analysis, charts and tables to comply with the requirements relating to the granting of a NDP.

7.2 It was unanimously agreed that the draft questionnaire be sent to SDC for their experts to critique and provide feedback to the Steering Group. Once the feedback has been received Neil Edden would redraft the questionnaire in accordance with recommendations and distribute to the Working Parties.

8. Agree next actions

8.1 It was unanimously agreed that Saturday 23rd June 2018 would be the date that the NDP would be officially launched with a public forum taking place in the Village Hall.

9. Date of next meeting – Tuesday 10th April 2018 at 7pm

Meeting closed 8pm