

## **NP Committee Meeting**

### **Minutes**

**23/3/16**

Present: GRD OL RT KL SC

Apologies: DD JW

#### 1. Youth Questionnaire

GRD informed everyone that she had liaised with Stradbroke High School and, after Easter, would be delivering a whole school assembly followed by all students completing the questionnaire on site. SHS Senior Leadership team expressed their thanks and gratitude to the NP committee for involving the school as they considered it of vital importance to developing political, democratic and community awareness among students. They also felt it was extremely valuable for the students to have their voice heard and paid attention to concerning the future of the village and gave us their full approval of the Youth questionnaire and total support for the plan.

#### 2. Testers

The 8 testers were agreed upon and they will be contacted in the next few days to alert them

#### 3. Maps

Some final adjustments need to be made to the 2 maps provided by MSDC then CAS will incorporate them into the questionnaires

Action: SC/RT

#### 4. The Flyer

It was agreed to use SC's Kitchener flyer. This needs relevant dates included. The motif will be used for posters and the banner as well. It was agreed that Tuddenham Press should print the flyers, posters and all questionnaires whereas we will purchase a banner on-line.

Action: SC/GRD

#### 5. Publicity

The following publicity of the launch of the surveys will take place with features offered to:

Magazine/website

Action OL

Local press

Action: OL

Radio Stradbroke

Action: OL

Facebook

Action: RT

## 6. Distribution Schedule

Mon April 4	All copy to printers
April 16/17	Flyers distributed to all households
April 21	Announcement at Stradbroke cinema
April 23/24	Questionnaires issued to all households
April 28 <sup>th</sup>	Helpdesk at courthouse/library (am)
April 30 <sup>th</sup>	Helpdesk at courthouse/library/SPAR (am)
May 7/8	Completion/return of questionnaires

## 7. Business Questionnaire

We shall identify local businesses from the web-site and deliver these in person on April 20/21/22

## 8. Assistance

We shall send an email invitation to all original interested volunteers for assisting with:

Questionnaire delivery – household and business

Helpdesks

Data entry

Promotion in clubs/societies

A meeting to be called for all volunteers on Tuesday, April 19<sup>th</sup> 7.30pm for clear instructions and co-ordination of strategy.

Action: GRD

## 9. Parish Council

OL will be asking for as many councillors to become involved as possible in this very important stage of the NP. Final and full copies of the questionnaires will be sent to councillors after the minor amendments but prior to printing. There had been no responses to

the previous editions sent so we have assumed universal approval to date.

The meeting closed at 21.25