

Minutes of meeting of Whitchurch Village Plan Steering Group

Tuesday 21st May 2019

Present: - , Charlotte Lincoln, Judith Foster, Karen Smethurst, Mel Perry ,Keith Armour, Helen Armour, Jane Holliday, Caroline Heron. Matthew Smethurst, John Southwood, Diane Cox

Apologies; - Mary Berrington, Lucy Tallyn ,Jeremy Sampson

1. Welcome

Charlotte Lincoln accepted apologies and welcomed everyone to the meeting.

2. Minutes of previous meeting and matters arising

The minutes from the previous meeting were approved as a true record and it was agreed all actions had been undertaken and there were no outstanding matters arising.

3. Communications

A. Communications received:

None

B. Village Information Document and Questionnaire.

All members attending brought the questionnaires that they had collected from the door to door collection or from the 7 collection boxes.

In total there were:

140 paper copies

81 online submissions

All paper copies were numbered and it was agreed that Charlotte would set up a new google survey and members would upload the paper copies. By numbering them the electronic and paper copies could be reconciled and cross referenced in the future. The questionnaires were shared out and members were asked to upload them by 27th May. The paper and online results then can be amalgamated to produce a true picture.

Charlotte will contact Jeremy and Lucy and ask them to do the same with any copies they may have collected and also issue relevant numbers.

Helen agreed to start analysing the data once all the questionnaires had been uploaded and will report back on progress at the next meeting.

It was agreed that the headline results would be presented to the Parish Council meeting on 8th July and a more detailed presentation to the September meeting particularly in regard to comments made by residents in regard to traffic, services etc.

Members were reminded that confidentiality should be upheld in regard to individual comments and responses.

C. Public Website:

No update

D. Communications planning:

Charlotte confirmed that the deadline for submissions to the Whitchurch News had been missed but she would include a thank you to residents for completing the questionnaire in the July edition.

4. Update from the PC – none

5. Guests – none

6. Finance There has been no income or expenditure.

7. Funding Group Update – none

8. Any other Business - None

The meeting closed at 8.45pm

Next Meeting:

Monday 3rd June – 8pm - St John's Hall