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## NOTES OF EXTRAORDINARY NEIGHBOURHOOD PLAN STEERING GROUP MEETING

held on **WEDNESDAY, 19 October 2016** at  
**Shavington Village Hall, 6:00 PM**

Attendees: Councillors E. Ankers, B. Gibbs, K. Gibbs.  
Hugh Ashworth, Janet Clarke, Bill Atteridge

### **1 APOLOGIES**

Julie Ashworth, Rene Hancock, Adrian Hancock, Steve Morley, Sharron Tew

### **2 NOTE-TAKER FOR THE MEETING**

Notes taken by Bill Atteridge

### **3 DECLARATIONS OF INTEREST (PARISH COUNCILLORS)**

None

### **4 CONFLICTS OF INTEREST (NON-PARISH COUNCILLORS)**

None

### **5 AGREED AND APPROVE REVISED PRINTING OF QUESTIONNAIRES AND COSTS**

To save paper, printing costs and weight of distribution, it was agreed that the questionnaire would be 12 pages or A4, with the instructions as A5, 8 pages.

### **6 RE-CONFIRM SOCIAL MEDIA PLANS AND ACTINS AND APPROVE RELATED COSTS**

It was agreed that a regular programme of social media posts would be organised for the period through the completion date of the questionnaire, 14 Nov including paid adverts. There will also be a short video, reminding all to submit a questionnaire reply.

### **7 AGREE AND APPROVE USE OF BAGGING QUESTIONNAIRES**

It was agreed that the bagging of the 2 X questionnaires with an instruction booklet would assist distribution, make it easier to push through letter boxes and protect the material from weather. It was also commented that a package rec'd through the door would be less likely thought of as junk mail than single documents.

It was agreed that carrier bags be provided for both the deliverers to use as well as in dividing up the document packs for each delivery route.





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**8 ISSUES FOR INCLUSION ON THE NEXT MEETING AGENDA**

Topics for the next meeting will include review of the questionnaire development and delivery process, collecting of the banners from locations around the village, initial responses to the questionnaire – social media counts, etc, the process of getting the statistics developed for use in plan drafting.

**9 CONFIRMATION OF DATE OF THE NEXT MEETING**

The next regular scheduled meeting will be 14 Nov 2016, 07.30 pm.

Shavington-cum-Gresty Parish Council

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