

FRADLEY NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting held on 14th October 2015 at St Stephen's Church Fradley

Apologies: Greg Jones, Sandy Carruthers, Linda Wild, Chris Gillie, Richard Green, David Derrick

PRESENT: Cllr Simon Roberts (SR), Jo Spence (JS), Cllr Lynn Beaumont (LB), Chris Harrington (CH)

1 QUESTIONNAIRE

We believe that all task groups have now submitted their questions to David Derrick. As soon as David has collated this information, it needs to be circulated to the group to check for any obvious errors or anything accidentally omitted.

Action: David

Once the questionnaire has been received, Simon will hold a meeting with Fiona Lever, who can guide us through the data collection process and check questions for any bias or wording issues

Action: Simon

It was agreed to site the collection boxes at the following locations, with the person responsible for obtaining permission in brackets

Co-op (SR)
Pharmacy (SR)
Fradley Fryer (SR)
Post Office (LB)
Village Hall (LB)
Community Hall (CH)
St Stephens School (JS)

Action: Simon, Chris, Lynn, Jo

It was agreed that blank questionnaires should be next to the collection boxes in case people mislay their copies

A collection rota will need to be drawn up so that the boxes are regularly emptied by the FNPSG members

Action: Simon

We will require some sort of printed media with the collection boxes to explain what they are and the deadline etc.

Action: Linda

At least 7 Collection boxes need to be sorted. This can be a combination of any boxes FNPSG members can find or cheap storage containers bought in. To be finalised at the next meeting.

Action: All

The deadline for the return of questionnaires and the kid's competition entries was agreed as Sunday 13th December

2 PROMOTION

It was agreed that the work Linda Wild had put into the promotional material for the group was excellent and should be printed asap (banners, leaflets, posters)

Action: Linda

We will need a total of 3x posters designing. The first one for the promotion of the meeting have already been done, the second one to remind residents that the questionnaires need to filled in asap and returned to a collection point. The third poster will be dedicated to the kid's competition.

Action: Linda

All promotional material should display the FNP logo and web address

The development website has recently been updated, so all members should visit the site and send any comments to Linda Wild

Action: All

Linda Wild has provided delivery plans for the village which splits Fradley Village into 8 sectors and Fradley South also into 8 sectors. It was agreed that FNPSG members would deliver to all Fradley Village residents.

The village Scout group have said that they will help deliver leaflets, so we will send them the delivery plan for Fradley South and ask which sectors they would like to take on. Any remaining areas will be delivered by FNPSG members (or other volunteers)

Action: Simon

3 DATE OF NEXT MEETING

21st October, 7pm at St Stephens Church meeting room