

**Shoscombe Parish Plan Steering Group**  
**Draft Minutes of the 2nd meeting held on the 16<sup>th</sup> June 2016**  
**Village Hall at 7.30 pm**

Those present

Chair Nick Glass (NG), Treasurer Chris Upton (CU), Secretary Mary Upton (MU).

1. Apologies None

2. Minutes of the last meeting Approved

3. Matters arising

Agendas to be sent to Diana Aiken (temporarily and then to the PC Clerk).

Minutes to be sent to the PC Clerk after approval by SG and then sent to Diana (temporarily as above).

Item 6 – CU has checked with Tricia Vastvedt and Martin that the new timeline for data analysis and publishing is still possible.

The revised questionnaire was sent to the PC for feedback.

4. Questionnaire feedback

Some feedback has been received from some members of the PC. We await further feedback.

CU has made an appeal in the Village Newsletter for additional questionnaire distributors.

Derek Withers, NG and CU will meet to discuss details of the distribution and collection process. Those involved in that process will be asked if they are willing to assist with data input.

CU will talk to Martin about the data input process and types of output that Survey Monkey provides.

MU will explore the possibility of using NVivo for the analysis of the qualitative responses.

5. Questionnaire responses

SG responses to feedback to be discussed at the next informal SG meeting. The questionnaire will then be submitted for final approval by the PC at their next meeting on July 14<sup>th</sup>. The SG will proofread the draft, before and after resetting by TW, followed by printing.

6. Format

a) Two or three potential formats of the final plan to be put to the PC for discussion at their December meeting. Their structures to be discussed at the next SG meeting.

- b) The quality of photographs in hand to be discussed by CU with Martin for the final draft Parish Plan. Where photographs of higher quality are needed, requests will be sought through the Newsletter.
- c) Potential authors to be approached over the summer – DW has offered to write the historical introduction. NG and CU will take editorial responsibility.

7. AOB

NG thanked MU for reformatting and sending the questionnaire to the PC.

8. Next two public SG meetings

**N.B. These dates have been changed from previous approved minutes:**

Thursday 21<sup>st</sup> July at 7.30 pm at the Village Hall

Thursday 8<sup>th</sup> September at 7.30 pm at No. 1 Hamilton Terrace.