

## Orleton and Richards Castle Neighbourhood Development Plan Steering Group

Notes from a meeting at Orleton Village Hall, 2.00 pm Monday 16 February 2015

**02/15/1:** Attendance at the meeting

**a)** Members: John Alderman (JA), Pauline Betteridge (PB) David English (DE), Bob Flemons (BF), Richard Hewitt (Treasurer RH), Elizabeth Moran (EM), Colin Mitchell (CM) - Donald Pickard (Secretary, DP), Mike Saunders (MS), David Small (Chair, DS)

**b)** apologies for absence: none

**c)** In attendance: Lorraine Munn, Paul & Jean Smith, Ian Robertson, Rosemary Thomas

**02/15/2:** Declarations of interest by members.: none

**02/15/3:** The notes of the meeting of 22 January 2015 (150122 notes.doc) were received

**02/15/4:** There was no correspondence to note

**02/15/5** The remainder of the meeting was taken up with discussion of arrangements for briefing, distribution and collection of the questionnaire.

JA introduced to the distributors who had joined the meeting the contents of the 'questionnaire pack'.

*Further volunteers to be contacted/ recruited:* there was general discussion in sub-sets of the meeting. For Orleton logistics of distribution will be made by PB/LM and for Richards Castle, DE/MS who will severally determine the distribution lists:

- RH Orleton: described the status of collating the open electoral rolls with post-code registrations in order to have a comprehensive list.
- Richards Castle: the lists need to be cross-checked by the RC representatives to identify those which are inside the parish boundary.
- JA described the process of collating the questionnaire. Potentially 400 addresses in Orleton and 135 in Richards Castle. There should be sufficient copies of cover letter, housing needs paper, land use paper, main questionnaires: more can be produced (by photo-copying or ordered from the printer) and collated if needed.
- Distribution needs to be to all occupied properties with people of 16 and over
- Two attempts deliver are preferred. After that the pack should be left to be filled in for collection or posted direct in case of difficulty. (Hand delivery – Hand return is preferred) Final date for distribution to be 28 February.
- Date for collection: to be notified by the distributors, or written on the envelope, and published in Grapevine, Castle News. Deadline for March issue is close: JA/DS will draft a note for the Grapevine editor on 16/2/15, i.e. directly after this meeting: a copy of the note will be sent to RC.
- Aim to have everything returned well before the election 'quiet' period i.e. March 23.
- RH to prepare labels to be affixed to each pack including name of distributors, date for collection and dates for return to central points (Orleton PO, and Castle Inn ??). Labels to be given to EM
- "Spare" questionnaires (i.e. for households where there only one questionnaire is required) to be returned.
- *Questions to be answered on the doorstep:*
- 'What is this about' – see cover letter
- To be noted that 'the NDP will when agreed have legal and binding force'
- 'Important question for Orleton is the status of the settlement boundary' – whether it should be reinstated.
- 'Those who answer cannot be identified from the completed questionnaires' – see the back page of the questionnaire
- The packs for distribution to RC were handed over to DE/MS. Packs for distribution and lists will for Orleton will be handed over to PB/LM, with the aim of all being in the hands of distributing volunteers by 21 February.

**02/15/6** There was no other business

**02/15/** Date of next meetings to be arranged by DS/DP/DE: provisionally around 23 – 30 March in Richards Castle.