

SOUTH MILTON PARISH COUNCIL
NEIGHBOURHOOD PLAN
Internal Meeting No 3
9 FEBRUARY 2015
RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Paula Booker (PB)

Nick Townsend (NT)

Apologies: Nick Bailey (NB)

1. Cover

PB to prepare a draft cover

2. Introduction

GC's first draft of the introduction was discussed and PB will prepare next draft based on written comments received by email from members and raised at the meeting.

PB and NT to prepare a thematic map containing critical information on the parish (AONB boundary, development area, etc) for the introduction.

3. Questionnaire

The draft questionnaire was discussed and the following points agreed:

- a) Layout more important than length
- b) Add graphic content
- c) Each section to start on a new page
- d) Number each section
- e) TL, PB, GC and NT to prepare trial layouts of Section 1

NT to reorganise sections in the questionnaire. GC to amend questionnaire to take account of comments raised in the meeting.

4. Trial Questionnaire

A trial questionnaire will be sent to non-planning group members of the PC and the Parish Clerk to seek comments.

5. Questionnaire Distribution

- a) Hand delivery to each house
- b) Use electoral roll
- c) GC to prepare distribution list
- d) Use Daphne Osmond's distributors

A drop-in day will be arranged to assist parishioners with completion of the questionnaire

6. Next meeting

Next meeting will be held at 10:00am on 2 March 2015 at Collacott.