

Notes from the Fremington Neighbourhood Plan Steering Group Meeting on Monday  
4<sup>th</sup> September 2017 at 11am in the Parish Council Offices

Present: Cllr Alan Rennles (Chairman), Fremington Parish Council  
Cllr Mrs Sue Kingdom, Fremington Parish Council  
Cllr David Chalmers, Fremington Parish Council  
Mr David Jury  
Mrs Dawn Eckhart, Devon Communities Together  
Mrs Victoria Woodhouse, Parish Clerk, Fremington Parish Council

### 1. Apologies

Mr John Gulliver, North Devon Public Transport Users  
Mrs Lorna Kimberly, Fremington Primary School  
Mrs Carol McCormack-Hole

### 2. To agree the final version of the household questionnaire

Members considered the draft version of the questionnaire. It was noted that an online version would be available and the group should encourage completion via the online survey as much as possible. Those completing the paper form could attach additional sheets if necessary.

Dawn explained that collection of the survey would increase the return rate and although not everyone would respond everyone will have had the opportunity to comment and the group is aiming for a representative sample.

Members felt that more should be made of the open spaces question which is a really important question to this community, it was agreed to swap the position of questions 13 and 14 to allow more space to respond and to amend the wording to include more examples of open space.

Members discussed the content of the accompanying letter which would also include the online link, location of collection boxes (to be confirmed by Alan in conjunction with Sue and David Chalmers) and a map of the parish on the back, it was agreed to try to obtain a more pictorial map.

Members discussed the idea of an incentive for returning the questionnaire but it was noted this would be difficult to achieve with the online survey and would need more personal details.

Dawn confirmed that she would amend the position of questions 13 and 14 and re-send to Victoria to be taken before Full Council in the evening for approval.

### 3. To discuss distribution logistics of household questionnaire

Alan reported that he had nominated a parish councillor for each area of the parish to deliver around 200-300 questionnaires along with any volunteers and members of the Steering Group. It was noted that Alan would need to speak to councillors and gain their support for distribution of the questionnaire.

Victoria confirmed that she would arrange printing locally. Dawn suggested that the questionnaire should be out for one month before the closing date with lots of

promotion to encourage people to complete. Dawn will produce some posters for the parish notice boards.

Members discussed with Dawn analysing local sites from the returned questionnaires and the different names that could be given for the same location. It was agreed that Dawn would meet with the group in early November to identify.

#### 4. To review project time-line

The time-line for the questionnaire was discussed and it was agreed to distribute from the weekend of the 16<sup>th</sup> & 17<sup>th</sup> September 2017, there would be a closing date of mid-October, a meeting with Dawn early November and a draft report early December. It was envisaged that the draft neighbourhood plan should be with the District Council by June 2018.

#### 5. Any other Items raised

Members discussed the idea of a competition for children to design the cover page of the Neighbourhood Plan.