

In attendance: Dave Siswick, John Newberry, Jim Bolland, Paul Say, Stuart Varley, Keith Pettitt, and Richard Booth.

This meeting was set up with one aim; to see how the latest trial with our Survey Monkey questionnaire had gone, and whether we were ready for a roll out on January 2nd.

There were some concerns expressed which were worrying, but which Paul said could be fixed, and since it became evident that a further trial of the Survey was necessary it was decided that our new roll-out date would be Saturday February 6th, 2016 finishing on Saturday, March 19th.

What was decided unanimously was that if the Survey was not going to be user friendly when residents came to complete it, then it was better to go with just a paper copy.

It was agreed that Jim and Paul would sit down this weekend to sort out the negative comments made by the team completing the survey. Paul would then send out a further test survey on Sunday, Dec 13th for the team to complete by Tuesday evening, Dec 15th, with final comments on completing the survey to be made to Jim and Paul by Tuesday Dec 15th, so that hopefully, Jim could be in a position to give Paul the green light to finalise the survey by Wednesday, Dec 16th, so that the survey can be “locked down” and Paul can then send off a pdf version to Andrew Baldwin for printing (300 copies).

Paul and Jim have now addressed issues such as:

In introduction we refer people to the village website; worded things in a more user friendly way.

In the Questionnaire, it is now possible in the multi answer questions to highlight your favourite comment, as well as adding “other” comments.

Paul has added features such as if one ticks dog fouling as an issue, one is then led to a question saying “where is dog fouling an issue”.

The age category has been updated.

Since the survey is going to industry as well, when we talk about development areas for building new houses, we also include industrial development sites.

A comment has been added about data protection of any e-mail addresses we hold.

Further things discussed at the meeting:

- We now have multiple e-mail addresses and a spreadsheet has been circulated to all the team with all the e-mail addresses that that Paul has collected. It is not too late to add others, just send them to Paul.
- John Newberry kindly volunteered to google all the Roecliffe industries to try and find e-mail addresses.
- Jim said he would put an update on where we stand with the Neighbourhood Plan on the village notice boards. He will do this when we have finalised the date of starting the Survey.

Our next meeting will be held at Holmside Farm on Saturday, January 23rd at 11.00am.