

TINTAGEL NEIGHBOURHOOD DEVELOPMENT PLAN TEAM

Minutes of Meeting

Held at Tintagel Social Hall

18:30 Monday 23rd JUNE 2014

Present: Richard Martin (Project Manager), Janet Brown (Chairman), Margaret Beckett, Jill Frewer, Di Studdart, Jane Souter, Mick Goward, Aaron Hockerday

1. **Apologies** – None.
2. **Minutes of the last meeting** held on Monday, 9th June – no matters arising - approved by J Souter, seconded by M Beckett, and duly signed by the Chairman.
3. **Election of Secretary** – Margaret Beckett - nominated by Di Studdart and seconded by Mick Goward, – Margaret Beckett duly appointed.

New Team Member - Jill Frewer joined the Committee of the Steering Group – nominated by Di Studdart and seconded by M Beckett.

4. **Questionnaire** - The various questions and format which had been suggested by the NDP team were discussed in detail and agreement reached as to the number, wording, order of presentation, and subject of questions required in preparation for the next questionnaire to be sent out to the residents of Tintagel Parish.

The front cover wording and description was discussed with the purpose of providing maximum impact so residents are fully aware of the NDP and the importance of their response.

The number of answers required for the questionnaire agreed – which are 'Agreed/Neutral/Disagree'.

Jane Souter to create NDP logo to appear on all correspondence so we have our own identity.

It was agreed that the NDP Route Plan should be omitted from the Questionnaire, but that Richard Martin would produce an A3 print for display in the Visitors Centre.

- 5/6. **Questionnaire Printing & Envelope Stuffing** – When the questionnaire has been printed and ready for envelope stuffing, we will contact the volunteers to help with this and arrange to hand deliver as many as possible so as to reduce postage costs.

7. **Collection of House Survey Forms** – Only 3 areas to be returned.

8. **Any Other Business** - Parish Clerk to be asked if the Parish Council will order 2 boxes of photocopying paper and envelopes in readiness for printing and delivery of next questionnaire.

9. **Date of NDP TEAM Next Meeting** - Monday 28th July at 18:30 in the Social Hall.