

Diss & District Neighbourhood Plan Steering Group
MINUTES OF A MEETING
held on Monday 13th July 2020
via Zoom (online) 7.30pm

Present: Simon Olander and Eric Taylor (Diss); Graham Moore and Dola Ward (Scole); Steve Leigh and Roger Greenacre (Stuston); Ali Wakeham (Burston & Shimpling); Roger Broughton (Brome & Oakley); Paul Curson, Jane Jennifer and Trevor Ault (Roydon)

Apologies: Neil Weston and Sharon Cousins-Clarke (Palgrave); Cllr David Burn (Chair); Dave Poulter (Diss)

This was not a formal steering group meeting as such, but a 'pre-flight check' for the forthcoming community consultation, due to go live the following Monday, and associated publicity.

1. The primary focus of this meeting was to sign off the postcard and confirm printing / delivery with local courier company **Action: Project Officer** and to gather feedback directly from the SG members on the current draft of the survey and make amends as needed.
Action: CCP
2. It was also agreed to draft a press release. **Action: Project Officer**
3. The survey go live date for online was agreed as July 21st 2020. The deadline would be kept flexible, depending on numbers of participants, but it would be for a minimum of two weeks. Online promotion would be by the group's new Facebook page and website, with offline promotion being by posters and the postcard. **Action: Project Officer**
4. Printing paper surveys was discussed, and subsequent inputting, and quotes would be circulated by the Project Officer. **Action: Project Officer**

The meeting ended at 8.30pm.

The next regular meeting was scheduled for July 20th, should it be felt necessary. It was agreed subsequently that as the survey had gone live on the July 21st, it would be better to meet on the August 17th (the next regular steering group meeting) to assess progress and next steps.



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