

Minutes of the Parish Plan Steering Group

Held on 8 January 2019 in the Church School Room

Present: Jon Hector, Alan Sutton, Steve Harding, Barry Noakes, Jo Miles, David Heywood.

1. Apologies for absence

Jo Lloyd, Elisa Hurley, David Watson.

2. Minutes of the last meeting

The minutes of the meeting held on 11 December 2018 were presented.

3. Matters arising not otherwise on the agenda

120 leaflets advertising the consultation meeting were given out at the carol service. The Parish Council have agreed to a banner being placed on the green to advertise the consultation meeting. Posters will also be displayed around the village to advertise the event as well as being put on the parish website.

4. Consultation event

Buckland Brewer Hall has been booked for the afternoon of 2 February. The event will run from 2pm to 4pm, but we need to arrive around 1pm to set up the hall. Steve will check with Devon Communities about their participation.

We will seek comments under several headings including Transport and Roads, Employment and IT, Environment, Community Amenities etc. Alan will make some signs for each topic and Steve will set up a rolling PowerPoint presentation with examples and prompts to help stimulate ideas.

Steve will check with Dave Watson about arrangements for a possible consultation meeting at Thornehillhead Chapel

5. Review questions

Alan circulated an updated format of the questionnaire. Steve reported on the Parish Council meeting where the Economic Development Officer from Torridge spoke about future broadband developments. It was clear from this that a question about broadband would be necessary. A front sheet explain the process would be required including a tick box where people had completed on-line. The questionnaire would take the format of an eight page A4 booklet. With no-one from the Parish Council present, it was unclear if it would want any say on the final questionnaire.

The logistics of distribution and collection were discussed. Alan had drawn up a list of all properties in the parish and the clerk to the parish council would also be able to provide a list.

6. Budget

Jon had obtained a quote for 500 eight page questionnaires of £275. He was still awaiting a quote from the Village Scene for their cost of printing it. 500 C4 envelopes would cost £30 and 500 plastic bags would be £25. Two months subscription to Survey

Monkey would be £70. Steve would advise the parish clerk so that the Parish Council could make provision in their budget.

7. Date of next meeting

7.30pm on Tuesday 12 February 2019 in Church school room