

Minutes of the Parish Plan Steering Group

Held on 6 November 2018 in the Church School Room

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

1. Apologies for absence

David Watson.

2. Minutes of the last meeting

The minutes of the meeting held on 2 October 2018 were agreed as a correct record.

3. Matters arising not otherwise on the agenda

None.

4. Update on Local Plan

The new Local Plan has been adopted by both Torridge and North Devon Councils. The Chair of the parish council is meeting the Economic Development officer from Torridge to discuss the proposed Buckland Brewer industrial site in the plan and Steve has been invited to attend. Bulkworthy is to remain a separate parish and will not need to be part of our parish plan.

5. Review questions

Jon produced examples of other parish plan questionnaires. Jo Miles and Alan circulated a list of possible questions. Jo explain that here tick box response had only four options to avoid people opting for the middle ground. Following consideration of these questionnaires it was agreed that our questionnaire should be in three parts;

- Demographic
- What do you use/not use and why
- What would you like to see in the future

We still need to resolve how we deal with multi-person households and partial completion of forms. Alan was asked to finish his draft questionnaire and email round to the group.

We need to ensure that we looking for any new ideas, but hopefully these will come out as part of the public consultation. We also need to check that there are no outstanding issues from the current plan. Are there any areas to which we need a reaction to outside proposals e.g. tourism development? It was thought that we need a maximum of 20 questions in addition to the demographic ones.

6. Consultation meeting

It was agreed that this should be on 2 February in Buckland Brewer Hall from 2pm to 5pm. Steve is to book the hall and contact Martin Rich to see if he is able to be there. Steve will also contact Dave Watson about holding a small event at Thornehillhead chapel. Jon will produce and advert for notice boards and to go in the Village Scene.

7. Hard-to-reach groups

We need to advertise by all means possible. We will try and erect a large notice in a prominent place in the village.

8. Logistics

The preferred choice is to have people complete an electronic survey if possible, with a link from the parish council website. Paper copies would be available from central locations.

9. Final report

The format has yet to be decided, but needs to be decided so that the parish council can consider as part of their next year's budget. The main method of publication should be online, but with some paper copies being made available.

10. Date of next meeting

7.30pm on Tuesday 11 December 2018 in Church school room