

Minutes of the Parish Plan Steering Group

Held on 11 December 2018 in the Church School Room

Present: Jon Hector, Alan Sutton, Steve Harding, Barry Noakes, Jo Miles, Elisa Hurley, Barbara Babb.

1. Apologies for absence

David Heywood, Jo Lloyd, David Watson.

2. Minutes of the last meeting

The minutes of the meeting held on 6 November 2018 were agreed as a correct record.

3. Matters arising not otherwise on the agenda

There had been no opportunity at the last meeting to go through the minutes of 2 October 2018. Clarification was given on points raised.

4. Review questions

Alan circulated an updated list of possible questions. These were reviewed and amendments made to

- remove any perceived bias
- eliminate any leading questions
- ensure that they were meaningful and easily understood
- achieve constructive answers
- give the opportunity for comments

Alan had revised the format to allow for multi-person households.

Jon suggested other possible questions and other ideas were discussed. It was thought that we need more questions about the future, although these may come out of the Consultation Event. A question on broadband may be needed, but this may be clarified following a presentation that is due to be made to the Parish Council by the Economic Development Officer from Torridge.

The questions would be used to stimulate discussion and ideas at the consultation event.

5. Consultation event

Buckland Brewer Hall has been booked for the afternoon of 2 February. Devon communities may have someone available, but either way they will provide the notice boards and information.

The advert in the Village Scene for the consultation event did not include the date. There would be insufficient time after the next publication to ensure that everyone is aware so we need to look at alternative methods of advertising. Notices will be placed on the available notice boards and other prominent places. John is able to obtain a banner to advertise it and this will be placed on the village green, subject to Parish Council agreement. Jon will arrange for it to be advertised on the parish website. Subject to agreement from the PCC fliers will be left at the carol service on 23 December.

6. Logistics

Following discussion it was agreed that a paper copy of the questionnaire will be delivered to every house in the parish. They would all be collected on a specific day, probably a week later. All committee members will endeavour to help with these tasks. The opportunity to complete an electronic questionnaire will be possible, with a link from the parish council website, and indicate this on the paper one. An envelope to preserve anonymity and a plastic bag to minimise weather damage also need to be provided. Jon will obtain costings for these. The arrangements will be considered at the next meeting.

7. Budget

Jon will obtain a cost for the questionnaire, so that we can ask the parish council to allow some more money in their next year's budget.

8. Date of next meeting

7.30pm on Tuesday 8 January 2019 in Church school room