

## **Minutes of the Parish Plan Steering Group**

### **Held on 5 June 2018 in the Church School Room**

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

#### 1. Election of Chair

Jon Hector was elected as Chair of the Group

#### 2. Apologies for absence

Elisa Hurley, Barbara Babb

#### 3. Minutes of the last meeting

The minutes of the meeting held on 1 May 2018 were agreed as a correct record.

#### 4. Matters arising not otherwise on the agenda

None.

#### 5. Adoption of constitution

The draft constitution that Steve had drawn up, based on the model with the Community Planning Toolkit, was approved and signed by those members of the committee present.

#### 6. Appointments

It was reported that Phil Davies had resigned from the Group. It was agreed that Jo Miles be co-opted onto the Group.

Alan Sutton was appointed as Publicity Officer.

As the duties were unlikely to be onerous, Steve Harding was appointed as Treasurer as well as being Secretary.

#### 7. Finance

Steve reported that the parish council had set aside £200 towards the cost of operating the group and producing the new plan. Steve has spoken to both the local district and county councillors about approaching them for a grant towards the project. Both confirmed that they were willing to assist with funding and would be approached once the estimated costs were known.

#### 8. Review of 2008-2018 Parish Plan

The Group reviewed each of the actions in the Action Plan in the previous Parish Plan so that:

- Successes could be highlighted to show the value of having a parish plan
- Actions that could not be achieved because of matters beyond the control of the parish
- Actions that had been superseded
- Actions that were ongoing
- Actions that might carry forward into a new parish plan

## 9. Next steps

The toolkit suggested that an open event should be held to generate ideas and areas where action was desired. Alan Sutton said he had produced an issues list around 10 topics. He would forward this to Steve to be circulated. Alan viewed his list as a starting point and encouraged others to bring forward new ideas. These ideas together with and advice from Devon Communities would form that basis of open events to be held in Buckland Brewer Hall and Thornehill Head. Any other events to target specific groups would also be considered. The outcome from these events would form the basis of the evidence gathering questionnaire. The draft of the questionnaire would be trialled on a dozen or so people to test its suitability.

The ideas list and drawing up a timetable for the whole parish plan process would form that basis of the next Group meeting.

## 10. Date of next meeting

7.30pm on Tuesday 10 July 2018 in church school room