

Minutes of the Parish Plan Steering Group

Held on 10 July 2018 in the Church School Room

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

1. Apologies for absence

Barbara Babb.

2. Minutes of the last meeting

The minutes of the meeting held on 5 June 2018 were agreed as a correct record.

3. Matters arising not otherwise on the agenda

Steve reported that the Chair of the parish council thought that the sum allocated in this year was £300 and that we could apply to them for additional funding in future. Dave Watson advised that the school room at Thornehillhead chapel was available for an open meeting if required.

4. Timetable

The consensus was that this should be a maximum of 18 months, but should be less if possible. Jon agreed to produce a draft timetable for the next meeting.

5. Issues List

The Group discussed the list drafted by Alan. This was seen as a good starting point. Additional issues suggested were:

- Electric car charging points
- Youth/young people
- Church/Chapel
- Hall users/community groups
- Industrial site
- Tourism

Jon had provided a link to information from the 2011 census that provided information on the population of the parish. It was felt that we need to encourage a wide cross-section of the community to respond at all stages of the process. There might be a need to specifically target young persons and possibly encourage the school to undertake an exercise with the children.

It was agreed that we try a focus group exercise, with each committee member inviting a couple of people especially those who do not normally attend functions or events. We also need to phrase some open questions to encourage discussion and elicit any further ideas from those attending.

The next meeting would look at the questions to be asked of the focus group and the September meeting would be the one to which the group would be invited. The aim of this process would be to develop a questionnaire that could be distributed to all households in the parish. The questionnaire to be capable of recording responses from

all those in the household over the age of 11. The questionnaire also need to ensure that the outcomes would be SMART.

We also need to be able to record and analyse the responses. Steve is to contact Martin Rich for advice on how best to do this.

6. AOB

Jon will obtain some 'ball park figures' for the printing of the questionnaire so that we can seek additional funding.

7. Date of next meetings

7.30pm on Tuesday 7 August 2018 in Church school room – to draft questions

7.30pm on Tuesday 4 September 2018 in Church school room – invited focus group