

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

### **Held on 7 August 2018 in the Church School Room**

Present: Jon Hector, Alan Sutton, Steve Harding, Elise Hurley, Jo Miles, Andrew Hewitt.

#### 1. Apologies for absence

Jo Lloyd, David Watson, Barry Noakes, David Heywood.

#### 2. Minutes of the last meeting

The minutes of the meeting held on 10 July 2018 were agreed as a correct record.

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

Devon Communities Together advised that they do not have any software to analyse surveys and suggested using spreadsheets or Survey Monkey. Jon has looked at Googleforms as another option. Last time the questionnaire included a housing needs survey and Andrew will ask the Parish Council if they need this to be repeated. Andrew provided a copy of the questionnaire used for the previous Parish Plan.

#### 4. Timetable

Jon is still working on this. It is estimated that we will need to print around 400 questionnaires. The question of who analyses all of the responses was raised. It was suggested that this should be carried out independently. Andrew is to ask Barry Parsons if there is any resources that DCC have available. We need to use the parish website to publicise matters including publishing the minutes. The final report would be in digital format but with the ability to be printed for those who want one.

#### 5. Budget

Jon has obtained some estimated costs, but the cost of the questionnaire and online survey is still needed.

#### 6. Issues List

The Group discussed the revised list drafted by Alan. Further amendments suggested and issues requiring further work were:

- Remove extra defibrillator as funding for this is now available.
- Cuts in police funding means that regular police surgeries are unlikely
- We need to raise/question awareness of what is already available
- Andrew to check on situation of Neighbourhood Watch
- Rephrase the industrial site issue and current opportunities
- Promotion of parish as tourist destination
- Ask why people choose to live in the parish
- Ask why people would leave the parish
- Remove the provision of electric car charging
- Other minor rewording was agreed.

Alan will update for the next meeting for the focus group.

7. AOB

None.

8. Date of next meeting

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