Minutes of the Parish Plan Steering Group

Held on 1 May 2018 in the Church School Room

Present: David Heywood, Phil Davies, Barry Noakes, Alan Sutton, Elisa Hurley, Jo Lloyd, Steve Harding, David Watson.

Also Present: Pat Blosse (Clerk to the Parish Council), Martin Rich (Devon Communities).

Pat Blosse opened the meeting and said that his role was to start the Steering Group come into being and then withdraw so that it would be seen as independent. He introduced Martin Rich from Devon Communities who would be available to assist in the process of producing a new Parish Plan.

Martin briefly outlined the process and timescales of producing a plan and presented several examples of other parish plans for the Group to view. He also provided a Community Led Planning Toolkit for the groups use and guidance. He answered questions regarding the production of the final plan and the methods of obtaining views and evidence. In relation to a questionnaire he suggested that there should be a maximum of 50 questions, should allow for multi occupancy and was a key source of evidence gathering. He also suggested that the production of the questionnaire should be preceded by a public consultation so that key issues could be identified. A starting point for the process would be to review the current plan to identify successes, outstanding issues and anything that had been superseded or otherwise fallen by the wayside.

The Group would need a constitution, officers, and a budget. Advice on which was in the toolkit. Initially the group would need to appoint a Chair and a Secretary. It was suggested that if possible the Chair should not be a parish councillor. The group were unable to appoint a Chair but Steve Harding was appointed as Secretary. Pat Blosse pointed out that Jon Hector was not present at the meeting and the Secretary agreed to approach him to see if he would be willing to chair the Group. Steve also agreed to draft a constitution for consideration.

Next Meeting: 5 June @7.30pm in the Church School Room.