



National Trust (confirmed)  
MOD (confirmed)  
WestDEN (to be confirmed) – **Action MJ**  
Lydford Sports Field (confirmed)  
Forestry Commission (to be confirmed) – **Action JG/LE**  
DNP (confirmed)  
Devon County Police (to be approached) – **Action LE/MJ**  
Community Council of Devon (to be approached – **Action MJ**  
Parish Plan Group

Following are further actions to be taken and confirmed:

- • Arrange Refreshments – LE to talk to Sue Holland
- • Purchase of T-Shirts etc – MJ (30 required)
- • Advert for Parish Magazine – JG/MJ (deadline 20 April 07)
- • Arrange and Design a poster for notice boards, local businesses, school, website etc – TM/MJ
- • Purchase of 2x£10 HMV vouchers (LE?)
- • Arrange notices for school and RSVP
- • Meet at the Nicholls Hall 1 May at 7pm for leaflet pick-up

It was noted and agreed upon that the display boards being used for the Open Day should be themed, for example, Housing, Transport (Cars, Cycling, Public Transport), Health, Education, Jobs, Tourism, Countryside, Heritage and Sports and Leisure. **Action: MJ to do signs (display boards confirmed by Robert Plumb)**

### **3.2 3.2 Draft Questionnaire**

Members of the Steering Group had viewed the Draft Spring Questionnaire prior to the meeting and were asked for their comments. A number of alterations had been made to the questions prior to the meeting and an up- dated Questionnaire was handed out. All were in agreement that the questionnaire covered the initial requirements at this time with only a few minor changes (latest version attached).

It was agreed that this Questionnaire would help formulate and gather information to support a later and more in-depth questionnaire later on in the year. It was decided that at this point this one would initially be available at the Open Day and would then be distributed formally to all households by the 28 May 2007, with a view to distributing the second and main questionnaire in September 2007 (after community feedback and discussion).

It was noted that perhaps questionnaires should be numbered (record keeping for numbers sent out and returned) and that notice should be included (bottom of questionnaire) as to where the questionnaires can be dropped off after

completion, for example, drop-off boxes in the Nicholls Hall, Castle Inn and Shop (all of which have to be confirmed)

**4. Any Other Business**

No Other Business was discussed.

**5. Date of the Next Meeting**

The date of the next meeting was agreed as 16 May 2007 at 7pm, Nicholls Hall, Lydford.

The meeting ended at 2015 hrs

**Chair .....**

**(A true and accurate record of the Minutes)**

**Dated .....**