

DRAFT MINUTES SUBJECT TO AMENDMENT

**LYDFORD PARISH PLAN
STEERING GROUP**

**Held on 28 February 2007
At 7pm, Nicholls Hall
Lydford**

Present: Judith Gannon	(proposed Chair)
Lorraine Ellicott	Lydford Parish Council
Michael Weller	PCC and Horse Riders
Adrian Hepworth	Nicholls Hall
Jo Rumble	DNPA
Amy Friend	Young People
Mike Crocker	Farmer/Bellringers
Maria Jones	Secretary

1. Maria Jones was introduced to the Members as Secretary to the Parish Plan Steering Group.

2. Apologies:	Peter Fletcher	Lydford Parish Council
	Robert Plumb	WDBC
	Tanya Morel	Sports Field

3. Minutes of the Last Meeting - 17 January 2007

The Minutes of the last meeting were agreed upon to be a true and accurate record of the proceedings.

4. MATTERS ARISING:

4.1 It was confirmed that Judith Gannon would stand as Chair with Lorraine Hellicott proposing and Mike Crocker seconding.

4.2 It was confirmed that Lorraine Hellicott would stand as Treasurer with Judith Gannon proposing and Mike Weller seconding.

4.3 It was confirmed that Maria Jones would stand as Secretary; proposed and seconded by all members.

4.4 4.4 Draft Aims and Objectives (copies handed out)

- i) i) JG handed out examples of other Parish plans to viewed by the Steering Group, for example The Rainbow Parish Plan. It was agreed that these in conjunction with the Community Plan Toolkit would aid the**

group in the preparation/completion of the Lydford Parish Plan. Examples shown were from a similar size community as Lydford. It was agreed that the first step on 'Aims and Objectives' was to produce and distribute a Questionnaire asking relevant questions to reflect the views of the Local Community firstly and secondly of Visitors to the village. MW volunteered to talk to Lydford Community Members for who attend Okehampton College. MW also volunteered to drop and collect questionnaires on a door to door basis around the village. Drop in boxes were suggested at the Post Office, Nicholls Hall and also the Castle Inn; other visitors sites should also be included for feedback for example National Trust.

- ii) It was noted that more information was needed as to the Local Area Agreement for Devon and also the new way of allocation of money to district and alike (Parish-District-Devon Country) which is linked into the 'Community Planning Partnership'.**
- iii) It was noted that Environmental Issues should be included within the Parish Plan and considered questions within the questionnaire.**

4.5 4.5 Communications Strategy

AF suggested ways of communicating and encouraging local interest/feedback for the Parish Plan by the Local Community: Parish Magazine, Leaflets/Flyers, Noticeboards, Websites (Parish & Lydford) – 'What Lydford can provide for us & What You can provide for Lydford?' It was also suggested that a piece in the local papers should be placed encouraging members of the community to put their suggestions forward. Also local community groups and organisations etc should be invited to put their views forward; Farmers, Schools, Church, Parish Council, Sports Clubs, Horse Riders, Senior Citizens, Play Groups etc. It was noted that the various groups of people within the Community could be invited to an open day/afternoon in the Nicholls Hall with a selection of media to create local interest and feedback for the Plan.

4.6 4.6 Community Profile of Lydford

AH presented various Parish Maps (dated 2001?!) with the inclusion of: Boundaries, Tracks/Public Paths, Byways/Bridleways, and Public Facilities etc. These gave the group an interesting insight into the Parish of Lydford and current facilities. It was noted, however, that a breakdown/map of land usage would be of interest. AH also gave a breakdown of local statistics for the Parish, for example 186 households, filter of ages, employment type (dated 2001?) It was suggested that it would be interesting to collect and record (if not already done) more up-to-date statistics and compare the two (this pointing to a number of questions on the questionnaire to be included).

Again it was noted that most of the initial information for the Parish Plan needs to come from the Local Community by getting them involved through the questionnaire, information leaflets etc. This initially will have to be achieved through researchers, events, media etc most of which will need funding and a pull on resources for example i) Skills Analysis Program (money/researcher), ii) Productive Skills for Devon (County Council), iii) Utilise local businesses for events help (National Trust).

4.7 4.7 – 4.12 TO BE DISCUSSED AT THE NEXT STEERING GROUP MEETING.

5. No other Business Discussed

6. Date of the Next Meeting

The date of the next meeting was agrees as Wednesday 14 March 2007 at 7:00pm in the Nicholls Hall.

The Meeting ended at 2040 hrs

Chair (a true and accurate record of the Minutes)

Dated