

**DRAFT MINUTES SUBJECT TO AMENDMENT**

**LYDFORD PARISH PLAN  
STEERING GROUP**

**Held on 14 March 2007  
At 7pm, Nicholls Hall  
Lydford**

**Present:** Judith Gannon                      Chair  
              Lorraine Ellicott                 Lydford Parish Council  
              Amy Friend                            Young People  
              Tanya Morel                          Sports Field  
              Maria Jones                          Secretary

1. This meeting was held as a continuation of the Steering Group Meeting on 28 February 2007 where it was deemed necessary to continue the Agenda points of 4.7 – 4.12 at a later meeting of 14 March 2007.

**2. Apologies:**

Michael Weller	PCC and Horse Riders
Peter Fletcher	Lydford Parish Council
Robert Plumb	WDBC
Mike Crocker	Farmer/Bellringers
Jo Rumble	DNPA
Adrian Hepworth	Nicholls Hall

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**3. Minutes of the Last Meeting Held On 28 February 2007**

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

**4. Matters Arising (continuation of Agenda of 28 February 2007):**

**4.7 4.7 Review and Agree Draft Issue List**

4.7.1 4.7.1 Are there any other issues to be included?

It was agreed that the Draft Issues/Focus Groups/Action Plan produced by JG at this time listed the main issues surrounding the Parish Plan (copies handed out to all members of the Steering Group).

4.7.2 4.7.2 Have we included everyone?

It was noted that at this time ‘everyone’ in the community will be represented under the various headings of the Parish Plan.

#### **4.8 4.8 Agree Focus Groups to Cover Issues**

It was proposed that the following issues be Actioned by attending members:

- • Article for April Parish Magazine (deadline 20 March) – JG
- • Draft out 1<sup>st</sup> Questionnaire
- • Arrange Parish Plan Open Day for 8 May 2007, (noted in point 4.5) -

Contact following societies/groups for input:

- ▪ National Trust, Forestry Commission, MOD, DNP, PC (LE)
- ▪ Sports Field (TM)
- ▪ David ? NT (Postcards), Ann Easley (Photographs), WestDEN (MJ)
- ▪ Community Council for Devon

#### **4.9 4.9 Review Next Steps and Timescale**

Open Day – It was discussed and agreed with enthusiasm that the Parish Plan should be subject to an Open Day allowing all members of the Community to attend and contribute, with the return/take-up of a Questionnaire. It was suggested that the day should run from 14.30hrs – 1900 hrs on 8 May 2007, time which would allow all sections of the community to attend when convenient. It was also suggested that refreshments for all be supplied with a form of entertainment/attraction for the younger side of the community.

In the absence of other Steering Group members we reviewed the next immediate steps to be taken (in the short term) to take forward the Plan and in point 4.10 a course of action was agreed.

#### **4.10 Agree Next Steps, Communication and Timescale**

It was agreed upon that the next step for the Parish Plan Steering Group was to:

- i) Organise and distribute the 1<sup>st</sup> Questionnaire before the 8 May 2007.
- ii) Arrange and book the Open Day and in doing so contact those member groups noted in 4.8 for input.
- iii) Arrange advertising in local media for the Open Day
- iv) Confirm funding and costs

#### **4.11 Funding of Parish Plan Process & 4.12 Funding of Action Plan**

It was noted that funds for the Parish Plan Process and Action Plan were guaranteed and that extra funding, if needed, could be sought by other West Devon Organisations.

**5. Any Other Business**

No other Business was discussed.

**6. Date of the Next Meeting**

The date of the next meeting was agreed as Wednesday 18 April 2007 at 7pm, Nicholls Hall, Lydford.

The meeting ended at 2020 hrs

Chair .....

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

Dated .....