#### DRAFT MINUTES SUBJECT TO AMENDMENT

# LYDFORD PARISH PLAN STEERING GROUP

Held on 13 June 2007 At 7pm, Nicholls Hall Lydford

**Present:** Judith Gannon Chair

Lorraine Ellicott Lydford Parish Council

Amy Friend Young People

Michael Weller PCC and Horse Riders

Robert Plumb WDBC

Mike Crocker Farmer/Bellringers

Adrian Hepworth Nicholls Hall
Tanya Morel Sports Field
Maria Jones Secretary

### 1. Apologies:

Jo Rumble DNPA

# 2. Minutes of the Last Meeting Held On 16 May 2007

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

### 3. Matters Arising:

# 3.1 Circulate the Parish Plan Sample Questions

MJ/JG handed out a number of Parish Plan Sample Questions supplied by Devon County Council. Also a condensed version of the questions had been drawn up for 'quick' reference (taken from main questions) and was handed out. It was agreed that by just looking briefly at the full set if questions, that this would be too many and some questions irrelevant for our needs. It was therefore agreed upon that each member would take a copy of both the condensed and full questions away with them to 'browse' through and return with highlighted questions for an agreed inclusion into the proposed questionnaire (60-80 questions).

It was put to the Members that whilst looking at these 'sample questions' and questions to be included, we need to bear in mind "what do we want/need to know from the answers given. Again this helping to form the Parish Plan setting the guidelines for the present & future 'Village Appraisal and Village Design'.

# 3.2 3.2 Review Timetable For Main Questionnaire

It was agreed that a deadline for the collection of the Spring Questionnaire should be set for the 2 July 2007 giving Parish Residents time to complete and return any outstanding questionnaires. This would allow the collection of results for display at the Summer Fayre and also any further issues/comments to be recognised for inclusion into the Main Questionnaire later on in the year.

#### 3.3 Draft Action Plan Ideas

JG ran through the list of Draft Action Plan Ideas mentioning that a number will be referenced in the questionnaire and others are still being actioned. It was noted that this would be reviewed regularly.

### 3.3 3.3 Start Drafting the Plan Document

The 1997 Lydford Village Appraisal – Report and Recommendations was presented to the group and was deemed to be of interest for reference etc and would therefore be copied for members to view as a basic guide towards the Plan Document.

### 3.4 3.4 July Summer Fayre

A stall has been reserved for the Parish Plan at the Summer Fayre. It was agreed that the results of the Parish Plan Spring Questionnaire and other question and answer boards would be available with pictorial and text information on the village. (This item would be included on the Agenda for the next Steering Group Meeting for further discussion).

#### 4. Any Other Business

**4.1** An offer of attendance at one of the meetings by a member of the riding community in Lydford was made by MW, allowing the views of the Horse Riders be put to the Parish Plan Steering Group direct. MW was thanked. It was therefore noted that if in the consultation stages of the Parish Plan that they/or any other organisation felt that their views had not been noted, then an invitation would go out to those groups to attend a meeting.

### 5. <u>Date of the Next Meeting</u>

The date of the next meeting was agreed as 4 July 07 at 7pm, Nicholls Hall, Lydford.

The meeting ended at 2020 hrs

Chair	(A true and accurate record of the
	Minutes)
Dated	