

**DRAFT MINUTES SUBJECT TO AMENDMENT**

**LYDFORD PARISH PLAN  
STEERING GROUP**

**Held on 4 July 2007  
At 7pm, Nicholls Hall  
Lydford**

<b>Present:</b> Judith Gannon	Chair
Lorraine Ellicott	Lydford Parish Council
Jo Rumble	DNPA
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:**

Amy Friend                      Young People

**2. Minutes of the Last Meeting Held On 13 June 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 Review of Questions for Main Questionnaire**

- Each member of the Steering Group had been issued with a copy of Sample Questions for Parish Plan Surveys before the meeting for an overview of possible questions to be included in the main Questionnaire for issuing in September. After initial discussion and review of the questions, it was agreed that more time was needed to be given outside of the Steering Group meetings, to the formulation of questions, and therefore it was agreed that a sub-committee of several members, or more, meet regularly over the next few weeks to run through the questions in more detail, making sure there is relevance to the Community/Parish and then present the draft copy to the SG in early August for final ‘viewing’ before being sent off to ‘Devon District Services’.
- It was noted that the proposed cost for ‘Devon District Services’ as an independent body to compile, issue, analyse and issue results would be £1705 plus VAT.

- It was highlight again that the Parish Plan ‘Process and Document’ should identify:

**The Issues**  
**Options Available**  
**Action Plan**

**3.2 3.2 Summer Fayre 21 July 2007 – Confirmation of Details**

It was noted that the Summer Fayre had been postponed until 18 August 2007. A table had been booked. It was agreed that the stall should be a platform for more communication between the Steering Group/Parishioners and also for people to view the results of the Spring Questionnaire and any up-to-date information etc we have of the Parish. **Action: MJ/JG**

**4. Any Other Business**

**4.1 4.1** It was noted that the Church had voiced concern over any possible closer of the Public Toilets. It was agreed that this would be one of the issues that would be included in the Questionnaire and Parish Plan.

**4.2 4.2** Also it was mentioned that perhaps issues affecting the Parish from outside should be included within a Section of the Questionnaire and Parish Plan, for example changes of facilities within Okehampton or Tavistock, ‘Action Plan Moor to Market’!

**5. Date of the Next Meeting**

The date of the next meeting was agreed as 1 August 2007 at 7pm, Lorraine Ellicott, Armstor House, Lydford.

The meeting ended at 2015 hrs

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