

## MINUTES OF THE MEETING

### OF THE THURLESTONE PARISH NEIGHBOURHOOD PLAN COMMITTEE

Held in the Yeo Room of the Village Hall on 3<sup>rd</sup> September 2015 at 7.30 pm.

**Present:** Tony Goddard (Chairman) (AG), Sue Crowther (SC), Peter Hurrell (PH), Jill Munn (JM), Robin MacDonald (RM), Kit Marshall (KM), Charlie Mitchelmore (CM) and Judy Pearce (JP).

**Apologies:** Gary Luddington (GL), Alan Taylor Bigg (ATB) and Chris White (CW).

The Chairman welcomed Sue Crowther (SC) and David Martin (DM) as new members of the committee and passed on DM's apologies that he was unable to attend this meeting.

**Minutes of the last Meeting:** These were agreed as a true record.

**Matters arising:** None which would not be picked up on the agenda.

**The main purpose of the meeting was to prepare for the Community Engagement Meeting on 29<sup>th</sup> September.**

- **Advertising.**

ATB and GL will liaise with RM for the production of notices to be displayed around all parts of the parish. RM has 21 fixed notice sites around the parish, 10 laminated and 11 unlaminated. The idea of notices at the entrances to Thurlestone was not pursued.

A proposed flyer was tabled which will be discussed with ATB and GL and then distributed around the parish by the VV team. CM volunteered to assist with this distribution and with putting up the notices.

KM will arrange with Derek Brown to erect a notice on the village green.

RM and CW will use the VV database /parish hall circulation lists to email out flyers for the meeting.

KM will ask assistance from his daughter in law to advise on using Facebook and Twitter.

- **Nicholas Johnston**

Nicholas Johnston was proposing to call a meeting at the Sloop Inn on the 24<sup>th</sup> September to outline his plans for Bantham and Buckland and AG had been asked to ask him whether he could use the Parish Hall and extend the invitation to include Thurlestone residents.

PH emphasised the importance of involving the whole parish. Generally, it was agreed the timing of the meeting was wrong, but after further discussion that it was a matter for Mr Johnston when he had his meeting and it was probably best for it to be before the Community Engagement Meeting on 29<sup>th</sup> September.

*[In the event, Nicholas Johnston decided not to go-ahead with his meeting with local residents at this time.]*

- **Project Plan**  
JP suggested that the plan should be amended to include (between 7 and 8) a requirement that the committee splits into four focus groups. The number and composition of the groups to be decided at a later meeting.
- **Summary of Skills Audit**  
The lack of skills that had previous been identified was now largely covered by recruitment of new members.
- **Compendium and composite visions.**  
Noted, but not discussed, as not relevant for this meeting.
- **Format for the meeting.**  
JP's suggested format for the meeting, endorsed by ATB and AG, was agreed i.e. that after a brief introduction by AG (using slides to be agreed by him with ATB, GL and JP) the meeting was to be invited to inspect the screens on which the questions (to be agreed by AG, JP and GL) would be displayed and post-it stickers used to express their views.
- **Specimen completed plan.**  
RM suggested it would be helpful for a completed Neighbourhood Plan to be copied and on display to give people an idea of what we were trying to achieve. SC volunteered to choose one and arrange for it to be displayed.
- **Screens etc**  
RM reported that the Parish Hall had sufficient free standing and table screens to display the four questions proposed and he also had some boards to be attached to them on which to stick the post-it notes.  
JP is to produce plastic covered sheets of "prompts" to stimulate answers.  
Members of the committee will be on hand to assist and encourage participation.  
Afterwards (or perhaps at the time?) an idea will be given of the general feeling obtained from the stickers.
- **Roll call of attendees.**  
Assuming 100-200 people will attend, then up to 4 attendance sheets need to be circulated requiring only names of attendees. Those wanting to be kept in touch with future developments should give their contact details. JP proposed a large-scale map of the parish to be made available with stick-on coloured dots to enable people who want to do so to indicate where they live. JP will organise plan and dots!
- **Setting up.**  
AG will book Hall from 2pm on the 29<sup>th</sup> to allow us time to set up before meeting.  
All members of the committee are expected to attend to assist setting up.

### **New appointments.**

- DM has agreed to be Treasurer so that he can ASAP start preparing a budget to allow us to apply for funding, which is now becoming urgent. Village Voice will soon need to make a charge. The Community Engagement Meeting will also involve costs.

- ATB suggested the need for a progress chaser. SC volunteered for this post and was appointed as Project Director charged with driving the process forward and bringing it to a conclusion.

**Next meeting.**

There was a discussion of ATB's suggestion that we should meet every two weeks to keep up the impetus, but it was felt that this was too often to involve the whole committee. It was agreed we should continue to have a monthly meeting of the whole committee as at present. Extra meetings could be called, as and when necessary.

**Date of the next meeting:** (as soon as possible after the Community Engagement Meeting) on Wednesday 7<sup>th</sup> October at 7.30pm