

## Minutes from the Colyton Parish Neighbourhood Plan Steering Group Meeting held 9<sup>th</sup> March 2016 at Colyford Memorial Hall.

Present – Colin Chesterton, Huntley Evans, Colin Pady, Caroline Collier, Natalie McNeice, Cathy Richards, Lucy Dack, Elaine Stratford.

Apologies – Terri Searle, Peter Mason, Mike Elsey

Minutes of the meeting of 3<sup>rd</sup> February were signed by CC.

Matters Arising – HE read out two emails that he had sent following the CPC meeting when he had agreed that the Social evening be a formal event, explaining that it should either be purely social or delayed. Following responses received it went ahead on a social basis. HE explained that he would read the emails again at the next CPC meeting. It was proposed by Caroline Collier that this was not necessary, as the matter had been dealt with and that the group should move forward. Comment was made that members had seen some horrendous/uncomfortable emails during the previous month. Colin C expressed that it was important that the SC develops its independence and that a position had now been established with the Parish Council. It was agreed that it was time to move on.

Declarations of Interest – Copies received from members, Colin C will deposit these at the Parish Office. HE will add a short version of the one he has submitted for CPC.

Status of Colyford and Colyton Committees – Colyton has met a couple of times, Colyford Chairman has resigned. CP stated that John Mills was eager to resurrect the Colyford committee after the Mayor's dinner. Colin Pady, Peter Gibbins & Graham Stevens are on board and it was thought that Ian Priestley, Tim Wheeler and Mike Elsey were keen to continue. The Colyford members of the Steering Group need to be confirmed. Colin C reminded the meeting that there was still a Colyford Committee. They needed to meet to reconstitute their membership of the Steering Group and was keen to encourage Colyford in that endeavour and looks forward to working with the group.

Colyton committee abandoned a meeting in preference for a SG meeting and need to meet as soon as possible.

Colin P thought the main room of the hall too large for the meeting. It was explained that with a full committee and members of the public the committee room would have been too small. It was agreed to remain in the large hall to give time to gauge the size of meetings.

Terms of Reference – Colyford & Colyton TOR's have been agreed. Following last meeting HE, Colin C, ES, ME, PM & Howard West were going to meet to work on the SG TOR – this has not happened. Suggestion made to look at TOR for Axminster. Colin C will produce a draft. Need 3 members from Colyford to be identified (within 3 weeks) to provide input.

NP Roadshow 18<sup>th</sup> March 2016 – run by Devon branch of Council for Protection of Rural England. Both Colin's will be attending. Others wishing to attend must register in advance.

Public engagement – Caroline Collier has collated over 60 responses, from suggestion boxes set up in Colyton in December, which will be distributed by email. Some concern expressed over unavailability of boxes in some locations. Suggestion made to target particular groups, to obtain more community input for the questionnaire, explaining about NP and then asking for their ideas in a format suitable for the audience (i.e graffiti wall for youth groups). Natalie will circulate an initial list of groups for members to add to. Committee members will then be asked to visit these groups. A Colyford input is also needed so this should be on the next Colyford agenda if they agree. It was suggested that the questionnaire used for the 2008 Parish plan be consulted during the creation of the new questionnaire. It was agreed that there was no need for a public meeting between the roadshows and the questionnaire as any items omitted can be covered by a blank page/box for this purpose. A flyer will be sent to the school for distribution. Target date of 1<sup>st</sup> week in June for production of questionnaire.

Publicity – Colin C suggested a separate website but it was explained that a link from the CPC website had already been proposed. Twitter & Facebook were suggested as ways to include younger members of the community. Elaine S will set up a working party and contact Mile Elsey who it was understood was interested. This working group will be authorised to liaise directly with the CPC website coordinator.

Other working groups cannot be formed until completion of the questionnaire.

Meeting schedule,

16<sup>th</sup> March – Colyford (Memorial hall) & Colyton (St John's) committees,

6<sup>th</sup> April Steering group at Colyford (subject to availability of hall Colin C to book)

AOB – Minutes do not become public until they are signed. SG draft minutes will be distributed to all members of both committees. HE will take Colyton minutes until new secretary is appointed.

There being no other business the meeting finished at 8.50pm.