

## Notes of a meeting held on 29<sup>th</sup> April 2015

### Present

Howard Asbridge [Chair]  
Chris Beighton  
Peter Hough  
Geoff Rickard

Jamie Rutherford  
Jon Snowden  
Carolyn Stewart

Apologies for absence: David Gynn, Warin Kelly, Gary Vanstone.

### Notes of previous meeting

The notes of the meeting held on 25<sup>th</sup> March 2015 were approved.

### Progress report - action previously agreed

All the issues the subject of action agreed at the last meeting were dealt with individually, as follows:

### Application for grant aid

Howard reported that, as part of the application process, he had had to revise the project plan and it had become clear that it would not be possible to engage the consultant to carry out both pieces of work within a six-month timeframe. That was relevant because it was only possible to apply for funding for expenses incurred within a six-month period. He had therefore obtained approval from the Parish Council, under its urgency procedure, for a revised bid as follows:

Activity		Quantity	Unit Cost	Price
Hall hire – team meetings		6	10.00	60.00
Hall hire – public meetings		2	15.00	30.00
Posters		8	5.00	40.00
Banners		2	25.00	50.00
NDP questionnaire/survey	8 A4 pp	500	0.60	300.00
Postage		250	0.52	130.00
Housing needs survey	4 A4 pp	50	1.00	50.00

Postage		50	0.52	26.00
Survey Monkey monthly licence		6	26.00	156.00
Misc Printing/office supplies				100.00
Consultancy [half days] Support for evidence base		5	250.00	1250.00
Consultancy [half days] Attendance at meetings		1.5	250.00	375.00
Consultancy [expenses]		2	72.00	144.00
<b>Total</b>				<b>2711.00</b>

### Action

Howard to await outcome of application and if favourable, implement proposed action.

### **Project plan**

The revised project plan, referred to above and available on the MACKPlan website, was approved.

### Action

Howard to update to reflect progress at this meeting

### **Consultation**

Attendance at Marystow [Chillaton] tractor run & fete 14<sup>th</sup> June: We agreed that it would be a good idea to try to have a stall at this event, when we would promote progress so far and invite feedback and views on MACKPlan issues.

### Action

Howard to contact the organiser and book a stall if possible.

Chris, Jamie and Peter to organise our attendance/activities.

Carolyn to confirm availability of Gazebo.

All available team members to support the event.

Howard to find out if similar events will be taking place in Milton Abbot.

MACKPlan Newsletter: The draft newsletter attached at **Appendix A** to the Agenda was approved for release as soon as possible after this meeting.

### Action

Howard and Chris to release newsletter. [Released 30<sup>th</sup> April]

Email/letter to consultee organisations: The draft email and draft magazine article set out in **Appendices B and C** respectively, to the agenda were approved. It was agreed that the magazine article should invite readers to comment on the scope of the questionnaire as was being done with the on-line survey and that the deadline for comments would be two weeks after the latest publication date of the two magazines concerned.

#### Action

Howard to email consultee organisations and release copy to the parish magazines.

### **e-survey of the scope of MACKPlan**

Consideration was given to a revised survey, taking into account the comments set out in the notes of the previous meeting.

After discussion, it was agreed that we would:

Add a new question after the list of potential issues, asking if there were any other subjects that should have been included in that list

Add a new question after the current Q.6 asking what, if anything, should we try to avoid in the future?

#### Action

Howard to amend and release survey. [Amended survey released 30<sup>th</sup> April]

### **Forum**

Chris Jamie and Howard had been using the forum to hold a debate about how to include questions in the main survey that reflected the reality of the constraints on MACKPlan's ability to respond to residents' concerns, but were not prescriptive. All three felt it was a useful means of airing issues in a collaborative way and encouraged other team members to visit and use the forum.

#### Action

All team members to join the forum, using the instructions previously sent by email.

### **Evidence base**

Little progress had been made with this, due to lack of time. However, if the grant application was successful, Howard would immediately talk to Stuart Todd about his input to this issue and the evidence template that he had prepared.

### **Planning Policies**

There was a general discussion, which to some degree echoed that in the forum, about how to deal with a clear demand from residents for a policy that conflicted with those of West Devon or the NPPF, should that be an outcome of the questionnaire. If that demand could be predicted, should we try to avoid that conflict by asking questions that steered residents towards less palatable but deliverable policies? Or, should we simply await the verdict of the people and respond to that, even if that response had to be outside the scope of MACKPlan?

We came to no specific conclusions, other than an understanding that this was an issue we would need to consider carefully when drafting the questionnaire.

## **Dates of future meetings**

It was agreed that it would be sensible to move to a five weekly cycle of meetings, to allow time for action agreed to be implemented and that Wednesdays were the most suitable.

### Action

Howard to produce a calendar of meetings for 2015, circulate for approval and make bookings.