



AGENDA

29 April 2015

7.30pm Milton Abbot Village Hall

Notes of our meeting on 25th March 2015

To consider approving these notes as a correct record of our discussion. [Previously circulated]

Progress report - action previously agreed

All the action agreed at the last meeting is covered in individual items below.

Application for grant aid

At the last meeting we decided to apply for a grant totalling £5,238, from the new fund established by the Government and run by Locality. The major components were two inputs from Stuart Todd that would provide support for gathering our evidence base and a health check before the draft plan went out for formal consultation.

As part of the application process, it was necessary to supply a project plan to Locality. When I re-worked the draft plan provided by Stuart, to take account of the three month gap in meetings at the end of 2014, I realised that we would not be able to carry out the health check within six months of having Stuart's input to the evidence base. That was significant because the grant can only be obtained for activities that take place within a six month 'window'. However, we can make further applications at a later date.

In consultation with Stuart, I therefore revised the application to include only the input to the evidence base, plus all the other items that would fall within the six months timescale. The Parish Council approved a bid on this basis and an application has been submitted.

From a conversation I have had with a Locality staff member, I think it is likely that the grant will be approved. Any further information will be reported at the meeting.

The revised application is 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
Total				2711.00

I chickened out of asking for £50 for the prize draw for those returning their questionnaires, as there was no space for it on the form!

Project plan

As mentioned above, I have produced a new version of the project plan and we will now use this to monitor progress. I have placed it on the website [www.mackplan.org.uk] and suggest team members look at it on-line before the meeting. I will update it after every team meeting.

Does the team think that the revised project plan is viable?

Consultation

MACKPlan Newsletter: At our last meeting, we approved a consultation and engagement plan and agreed that a MACKPlan newsletter should be published before the on-line survey on the scope of the MACKPlan. A draft newsletter is attached at **Appendix A** and we now need to approve/amend this before its release immediately after our meeting.

Email/letter to consultee organisations: We also decided that Chris and I would draft this and a similar statement for parish magazines, setting out [from a neutral perspective] the range of issues that MACKPlan was likely to cover and inviting additional items or other comments.

The draft email and draft magazine article are set out in **Appendices B and C** respectively. The substance of the magazine article has been used to update the home page of the website and team members should have a look at that before the meeting.

Does the team approve Appendices A, B and C and the home page of the website?

What should be the target date for responses on the scope of MACKPLAN?

e-survey of the scope of MACKPlan

I have paid a month's subscription to SurveyMonkey so that we can use more features and print out draft surveys. We should also be able to import the work I have previously done with WDBC on the housing needs survey.

A revised survey taking into account the comments set out in the notes of the last meeting is attached as **Appendix D**.

Does the team approve the revised survey and if so, when should we release it?

Forum

Chris and I have been working on the forum trying to make it look better and be more user-friendly. Chris has now made it look like a MACKPlan forum and we have put several threads and messages on there. We have also produced a set of instructions on how to register on the forum and all team members will be emailed shortly and asked to register.

We now need to make this work for ourselves, so that we can be sure that other residents can use it too.

Has every team member registered for the forum?

Evidence base

As you can see from the above items, progress has been made on all issues – except the evidence base, although it does look as though we will secure funding for assistance with this. I will be doing as much as I can to be able to bring you further information at the meeting, so that we can begin to allocate individual tasks.

Dates of future meetings

It would be more convenient for everyone if we were able to approve a calendar of meetings for the next six months. I would suggest that we meet on a five-weekly cycle, not monthly as we have done. As we get into more detailed work, we will need more time between meetings to make progress.

Rather than bring a schedule to the meeting, I suggest that we agree what would be the right amount of time between meetings and what day is most convenient and I can work out a calendar afterwards and circulate it.

Howard Asbridge
Chair
MACKPlan team

23rd April 2015