

NP committee meeting (15th September 2016)

Attending: Keith Williams (KWi), Tim Cox (TC), Iestyn John (IJ), Kevin Woof (KWo), Martin Parkes (MP)

Actions from the last meeting

Action 1: KWi to send IJ contact details of the two consultants. - *Done*

Action 2: IJ to approach the two consultancies with the aim of setting up a meeting with them to see what they can offer. - *Done*

Action 3: KWi to investigate process for applying for Locality grant. - *Ongoing*

Action 4: IJ to follow up with Tim Spurway regarding list of statutory bodies to contact. – *Done, although not clear how to proceed.*

Action 5: IJ to organise next meeting, with (or following discussion with) the consultants. - *Done*

Notes from this meeting

MP was introduced to the rest of the committee as our appointed consultant from Catalyst, Devon Communities Together Community, following a competitive tender.

KWi suggested that a priority was to apply for the first phase of grant from Locality. This required a formal project plan to be developed. MP had advised in advance that EDDC has a project plan template on their website. The plan was drafted for the next year with initial actions below.

Following discussion of pros and cons, it was agreed to have a questionnaire earlier in the process covering a range of subjects. MP highlighted the need to manage expectations by indicating that not all topics covered by the wider questionnaire could be dealt with in the NP. MP also suggested a multi-column format to gather independent views from different members of the household. It was agreed that the questionnaire should be reviewed by a diverse sample (age and gender) prior to finalising. Propose to distribute the questionnaire with the parish paper and ask parishioners to complete the online version if possible. How to make the return of paper copies as easy as possible was discussed and suggested to deliver them back to parish councillors (who are well distributed across the parish).

Agreed to have project meetings with MP roughly monthly.

Action 1: KWi to draw up formal project plan from draft agreed at meeting.

Action 2: IJ to develop a ToR for the NP committee

Action 3: IJ to complete the expression of interest for the Locality grant and KWi to follow this with a formal application.

Action 4: IJ, KWo and TC to draft questionnaire. MP to review.

Action 5: MP to gather background evidence from statutory bodies. KWi to draw together local background evidence (e.g. from parish council).

Action 6: KWi to contact pariah paper committee regarding distribution of questionnaire and councillors regarding return of paper copies.