

**Minutes of Parish Plan Steering Committee Meeting Present: dated 2nd September 2014**

Steve Becker (ST)  
Tanya Becker (TB)  
Terry Mundy (TPM)

**Apologies:**

Adrian Orr (AO)  
Gill Gould (GG)  
Anthony D'Arcy-Irvine (ADI)

	<b>Actions</b>
<p><b>Item 1: Update on current membership of Steering Committee</b></p> <p>Adrian Orr is leaving the Parish and has therefore withdrawn from the Committee. The committee thanked Arian for his unfailing good humour and valuable contributions to the plan.</p>	
<p><b>Item 2: Review of individual Steering Committee member comments against revised Parish Plan</b></p> <p>The revised Parish Plan format had been reviewed by the steering Committee. The revised format included the action plan at the front of the document and the history of the Parish consigned to an appendix. The responses received from the members of the Steering Committee to the revised format were discussed and incorporated into the plan as appropriate. The following were agreed changes:</p> <ul style="list-style-type: none"> <li>• Categorisation of actions in terms of timescales</li> <li>• Resource implications assigned to each action</li> </ul>	SB
<p><b>Item 3: Draft Action Plan Issue</b></p> <p>As the primary sponsor of the plan, it was agreed that the action plan should first be issued to the Parish Council for discussion at the next meeting scheduled 3<sup>rd</sup> September 2014.</p> <p>Thereafter, the second draft is to be issued to all committees for their comments, and to confirm ownership of the various actions, prior to finalisation.</p> <p>There had also been some discussion of establishing a coordination committee to oversee and support the individual Parish Committees in their implementation of the actions from the plan that fall within their remit. It was proposed that the chair for the coordinating committee could be rotating.</p>	SB  SB

<p><b>Item 4: Parish Plan Proposed Programme</b></p> <p>It was proposed to meet with all stakeholders in the Parish Plan action plan in October 2014 to gain feedback and commitment.</p> <p>Thereafter develop the action plan for formal issue by the end of November.</p>	<p>ALL</p>
<p><b>Item 5: Date for next Steering Group Meeting</b></p> <p>The next meeting for the Steering Committee will be scheduled for early October and a final date agreed when the initial feedback is received from the committees and an understanding of when the committee coordination meeting may be planned.</p> <p>Date for the next meeting: TBC  Venue: Coombe Lane  Time: 19.30hrs</p>	<p>ALL</p>