

# Thornbury Parish Plan Implementation Group

Minutes of Meeting – 21<sup>st</sup> October 2019

**Those present:** Lisa Pinno (chair), Keith Hutchings (KH), Linda Bond (LB), Paul Taylor (PT), Meg Galley-Taylor (MG-T), Jane Akers (JA), Rob Priest (RP)

**Apologies:** Gaye Tabor (GT)

**Minutes of previous meeting:** These had been sent to all members and taken as read. A copy was signed by the Chair.

**Matters arising from previous minutes:** None

## **Financial report:**

RP reported that the PPIG bank account balance stands at £687.07 (no transactions since last full meeting).

M G-T reported that the Tatler bank account balance stands at £228.94, with a steady stream of advertising income through the year.

Stationery costs for public meeting: A total of £74 was spent on the maps, flipcharts and pens. Expenses claim due from PT.

## **New questionnaire content:**

The meeting reviewed the draft Parish Plan questionnaires (adult and youth) as prepared by the working group. Some clarifications are needed to the text and some typos are to be corrected in a final version. The meeting agreed unanimously to proceed with the production of the questionnaires as soon as possible.

## **Production and distribution of questionnaires:**

The meeting discussed the detailed process for distributing and collecting the questionnaires:

PT to request redacted electoral roll (only addresses) from TDC. (Note: now received!)

PT / M G-T to get quotes for printing and seek approval via email from the group

PT to order printing and envelopes and reclaim via expenses

M G-T to ask the Tatler distributors to assist with taking out and collecting the questionnaires, and create a property list / tally sheet for each round. GT has volunteered Rod to assist.

Packs of forms and envelopes to be assembled ready for the distributors

Distributors to number each form and envelope when handed to the household, and record on the tally sheet.

After two (?) attempts to deliver by hand, the distributor will leave as many questionnaires as we believe are needed at a property, with a covering note (PT to produce) explaining what they are and that they will be collected.

It was agreed that a period of 2 weeks should be allowed for the forms to be filled.

Distributors to collect from each household, and complete the tally sheet to show how many have been collected per property.

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## Analysis of results and publication of updated Parish Plan and Summary

Once all forms are collected, Lisa will lead the data entry and analysis team, enlisting help as needed. The aim is to have a good view of the results for the meeting in January, where updates to the existing Parish Plan will be discussed, as well as the format and content of a summary document to be distributed to every property.

## Proposed Timetable for Questionnaires:

|  |   |
|--|---|
| To be ready for distributors:          | 8 <sup>th</sup> November  |
| To be taken out:                       | 8 <sup>th</sup> -12 <sup>th</sup> November  |
| To be collected:                       | no later than 29 <sup>th</sup> November   |
| Data input and analysis:               | 1 <sup>st</sup> December to 12 <sup>th</sup> January  |
| Review at next meeting:                | 13 <sup>th</sup> January  |
| Produce final report and updated Plan: | February 2020: Summary report to go out to every household with March edition of the Tatler |

## Purchase of a PA system for the village

PT proposed that the PPIG should fund the purchase of a portable PA system for use at village events, especially the Dog Show and event raffles. The meeting agreed in principle with this proposal. RP to investigate if a second-hand system is available from Holsworthy Show, PT to confirm detailed prices of a new one, and a decision to purchase will be taken at the January meeting.

**AOB:** LB asked about the frequency of future meetings once the Parish Plan has been updated. It was agreed that these could be less frequent, assuming that the new Hall committee would take a major role in steering future events, and that there would be no other major PPIG initiatives. It was agreed to review this at next meeting.

The meeting closed at 20:30.

**Next meeting: 13<sup>th</sup> January 2020, at 7.30pm at Woodruff.**