

Village Design Statement Steering Committee

Meeting – 24 October 2005

Attendance

John Silltow
Christine Beedles
Julie Genge
Sally Berkley Sage

There were no members of the public.

Apologies

Apologies were received from Cathy Freeman and Gordon Genge.

Minutes of the meeting on 19 September 2005

The minutes were accepted as a true record with no amendments necessary. The Chairman duly signed them.

Matters arising

Four actions had arisen from the last meeting:

1. To draft household information pack and pass to Committee members for review.

This action was completed.

2. To draft letter and information pack for groups and pass to Committee members for review.

This action was completed.

3. To contact Pauline Wooddisse to determine Diary deadlines.

This action was overtaken by events.

4. To draft item for October Diary (if appropriate) and pass to Committee members for review (if time).

This action was overtaken by events.

Householder letter

Discussion took place around the original draft and a variation developed by Julie Genge.

It was agreed that:

- The aim remained to try to keep the letter within one page in length.
- Julie's variation should be adopted as the base structure.

- The first section of the letter should be dropped and the second section re-arranged.
- The reasons for voting yes or no should be incorporated into the voting slip.
- The contact names list should be retained but reduced in size to lessen its immediacy.
- The aim should be to start circulation of this letter in the week commencing 7 November and to collect responses in the week commencing 14 November.

Action arising:

John Silltow to re-draft and circulate to all committee members.

Group letter

Discussion took place around the original draft.

It was agreed that:

- That the householder letter should be included with the group letter and used as the basis of the information provided.
- That the group letter should inform and advise rather than request immediate action.
- The letter should also provide an early opportunity for groups to be involved.
- The aim should be to start circulation of this letter prior to the householder letter going out.

Action arising:

John Silltow to re-draft and circulate to all committee members.

Composition of Steering Committee

It was agreed that if the Village Design Statement project goes ahead then Christine Beedles would take over the role of Treasurer.

Any other business

It was agreed that as the committee had now started incurring costs (hire of village hall) a finance heading should be incorporated into future agendas.

The Community Council of Devon has provided details of a source of grant funds specifically to help children have a voice in community matters. The committee agreed that this should be investigated further if the Village design statement project goes ahead.

Date of next meeting

24 November 2005 at 7:30 p.m. in the Chapel, Chapel Road.

John Silltow
Chairman
25 October 2005