

**MINUTES** of the meeting of the **Parish Plan Working Group** on Thursday 27 August 2015 at 7:30 pm in the Village Centre, Hurstpierpoint.

**Members Present:** Bob Sampson (Committee Chairman)  
Rodney Jackson  
Steve Whitehead

**Also Present:** Pam Mitchell (Parish Councillor)  
Roberta Taylor, Assistant Clerk

**PPLN15/009. Apologies for absence and declarations of interest:** An apology for absence was received from Cllr M Stokes. There were no declarations of interest in accordance with the Code of Conduct.

**PPLN15/010. Minutes of the Parish Plan Working Group meetings of 31 July and 7 August 2015:** The minutes of the meetings were agreed and signed.

**PPLN15/011. Parish Plan Draft Questionnaire:** The Working Group members discussed the Introduction to the Questionnaire and decided that the Parish Plan Process information should be placed at the end of the questionnaire. The structure and headings of the questionnaire were discussed. The members then went through the compiled list of questions suggested by the WG members, deciding on which questions would be used and the wording.

Next Steps:

- Mrs Taylor – prepare a Draft Questionnaire and email to Cllr Sampson.
- Cllr Sampson – put questionnaire into the proper format and distribute to all WG members and Mrs Taylor.
- Draft Questionnaire – to be taken to the Community Affairs Committee meeting on 17 September 2015 for their review.
- Final Questionnaire and costings - to be taken to the Council meeting on 29 October 2015.

**PPLN15/012. Date of next meeting:** to be decided at next Community Affairs Committee meeting.

There being no other business, the Chairman closed the Meeting at 10.18 pm.

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Chairman