

# Newton Poppleford and Harford Neighbourhood Plan Meeting Minutes

<b>Meeting Date</b>	12 <sup>th</sup> January 2015, 8pm, Pavilion
<b>Present:</b>	Emma Coppell, Matt Coppell, Lorna Dalton, Carol Rowe, Clive Rowe, Cllr Makala Tillotson, David Zirker, Cllr Hazel Jeffery, Cllr Val Ranger, Cllr Mo Cook.
<b>Apologies:</b>	Antony Cox, Kirsty Rorke, Marion Young, Steve Filer, Gill Cameron-Webb, Helen Goodman-Payne, John Slade, Haylor Lass, Stuart Nancekievill.

1. Discussed and agreed structure of Neighbourhood Plan committees.

**1.1 Resolved:** that a Steering Group will drive the development of the Neighbourhood Plan. The findings of 5 Working Groups will feed into this committee, one for each of the following topics:

- Housing
- Traffic & Transport
- Employment & Services
- Health & Wellbeing
- Environment, Leisure & Sport

2. Discussed and agreed the role and composition of the Steering Group.

**2.1 Resolved:** that the Steering Group will have overall responsibility for the entire Neighbourhood Plan process

**2.2 Resolved:** that the Chairman will remain independent of the Working Groups, but individuals with other roles on the steering committee may also lead or participate in the Working Groups.

**2.3 Resolved:** that the Steering Committee will comprise the following roles:

- Chairman
- 2 x Vice-Chair
- Secretary
- Communications Officer

**2.4 Resolved:** that the lead of each Working Group should sit on the Steering Group.

**2.5 Resolved:** that a Parish Councillor ought to sit on each Working Group, but not lead, and the PC should also have a representative on the Steering Group.

**2.6 Resolved:** that the following positions be provisionally filled, as follows:

- Chairperson: Emma Coppell
- Vice-Chair 1: David Zirker
- Vice-Chair 2: Matt Coppell
- Secretary: Val Ranger (PC representative)
- Communications Officer: Carol Rowe
- Housing Lead: Vacant

- Housing PC Representative: Val Ranger
- Traffic & Transport Lead: Matt Coppell
- Traffic & Transport PC Representative: Hazel Jeffery
- Employment & Services Lead: Vacant
- Employment & Services PC Representative: Mo Cook
- Health & Wellbeing Lead: Vacant
- Health & Wellbeing PC Representative: Mo Cook
- Environment, Leisure & Sport Lead: David Zirker
- Environment, Leisure & Sport PC Representative: Makala Tillotson

Note: Positions were allocated in order to maintain the momentum of the process. It is understood and accepted that these positions may be subject to change should a more appropriate candidate for the role become apparent.

3. Discussed the possibility of employing an independent, experienced facilitator to help guide us through the process.

**3.1 Resolved:** that more investigation was needed into cost.

**3.2 ACTION:** Emma & Matt Coppell to investigate.

4. Discussed the possibility of the Neighbourhood Plan getting a link on the Parish Council website. It was agreed that we need to approach Shan Merritt to confirm she is happy for us to supply her with the information and for her to upload it onto the website. The Communications Officer would be responsible for this task.

**4.1 ACTION:** Hazel Jeffery (PC Chair) to make initial contact with Shan Merritt.

5. Discussed access to the funds currently set aside for the Neighbourhood Plan by the Parish Council.

Hazel Jeffery reported that these funds are ring-fenced to the NP and if not used will need to be returned to EDDC. Further funding up to £5,000 is available if necessary, but must be justified. It is expected that the Steering Group will need to formulate a procedure for spending and accounting for these funds.

6. Discussed the date of the next meeting.

As some roles remain unfilled, and many people were unable to make this meeting, it was agreed to hold a follow up meeting to finalise these positions. It will also be an opportunity to establish guidelines for each Working Group to operate under.

**6.1 Resolved:** that the next meeting be held on the 22<sup>nd</sup> January, 8pm at the Pavilion.

**6.2 ACTION:** All members to come to the next meeting with ideas on how to further engage the local population.

**6.3 ACTION:** All members to encourage at least one other person to come along and get involved in the Working Groups.