**Newton Poppleford and Harpford Neighbourhood Plan Meeting Minutes**

**Meeting Date** 22th January 2015, 8pm, Pavilion

**Present:** Emma Coppell, Matt Coppell, Lorna Dalton, Cllr Makala Tillotson, David Zirker, Cllr Val Ranger, Anita Kemp, Antony Cox, Judith Cullip

**Apologies:** Kirsty Rorke, Steve Filer, Gill Cameron-Webb, John Slade, Cllr Hazel Jeffrey, Carol Rowe, Clive Rowe.

**1 Action Points from Previous Meeting**

**3.2** Investigation into employing an independent experienced facilitatorto guide us through the Neighbourhood Plan process

* Emma’s reported her findings are that this might be an expensive option
* Hazel Jeffrey had sent through a lot of helpful information to Emma from the DCC website
* Discussed contacting other parishes and Lympstone re their forthcoming NP ballot 26th March
* Discussed having one person to overview all sub committees. Good in principle if one person can be found.

**Action** Matt will email around asking if anyone is interested.

**Action** VR to follow up Devon Communities Together Neighbourhood Plan support:

* check costs/terms/breadth of this service
* report back to next meeting.

**4.1** Website**.**

Shan and Carol Rowe are in contact with each other. There is now a page on the parish council website dedicated to the Neighbourhood Plan which can be used with immediate effect starting with 12th January 2015 minutes.

**6.2** Further community engagement to be discussed as agenda item 4 below

**6.3** Lorna Dalton introduced NP resident Anita Kemp to the meeting.

**2 Minutes of previous meeting of 12th January 2015**

Unanimously agreed and signed off as an accurate record. Upload to parish website.

**3** **Ratification of steering group membership**. (Deferred from previous meeting). See full list page 3:

Housing Lead currently vacant

**3.1 Resolved**: Anita Kemp to join the Health and Wellbeing subgroup.

**3.2 Resolved**: Judith Cullip to be Young Peoples' Champion.eg liaising with local schools

**3.3 Resolved**: David Zirker to be Business Champion to engage with local businesses and will switch from Environment to the Employment and Services sub committee

**3.4 Resolved**: Anthony will support Carol Rowe as Joint Communications Officer.

**Action**:

1. Matt will Email Gill Cameron-Webb and Haylor Lass to ask if they are prepared to lead on any of the subgroups (housing and environment).

4 **Further** **Recruitment and community engagement.**

Discussed and reviewed Cornwall Councils guidance document on Neighbourhood Planning.

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**4.1 Resolved**: Options to further publicise, inform residents, and gain new members re the Neighbourhood Plan are:

* Posters on local Noticeboards,
* posters on private houses,
* parish magazine,
* Sidmouth Herald,
* Facebook page – (particularly to engage with younger people),
* NP Primary School website,
* local radio,
* emailing lists.
* All leads to ask to have tables at events that are already taking place eg Church, Tea and Toast, breakfast clubs, men’s clubs, ask others to pass on emails to their mailing lists. The message needs to be clear as to what we need from members and residents

**4.2 Resolved**: Emails received via Neighbourhood Plan email address –Communications Officer Anthony Cox can make the decision on where/to whom each email should be forwarded.

**4.3 Resolved**: We aim to have 4-6 people per working group. Each person to try to recruit further members to reach this target.

Anthony Cox joined the meeting and gave his advice re publicity. He suggested we need a story to take to the press to give them an angle. He can offer support with social media eg Facebook. Everyone involved needs to tag their friends to link into the NP page.

**4.4 Resolved**: Content of Face book page- images and a few words about each sub committee member. A separate email address can be useful to keep it separate from other accounts. Page should state 5 key aims to the public to let them know what we are doing.

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

**4.6 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.

**4.7 Resolved**: Matt to redistribute comments from consultation sessions. Proposals can be drawn from this eg decide what the remit of each subcommittee should be, decide on aims of each subcommittee.

A questionnaire can be compiled once the issues and options have been suggested and agreed as a result of the consultations with the community. Questions would be worded ‘The public Consultation has identified that XXX is the issue. Respondents could then comment on this and the results would be analysed and synthesized to prepare for the public referendum.

**Actions**:

1. **by** **WHO??**Ask Stuart Vaughn, Head of Newton Poppleford Primary School, to enlist support from each year group.
2. Judy Cullip - Young People’s Champion - Approach Guides and Brownies for their input
3. Anita Kemp to contact Jo Bishop from BBC Radio Devon
4. David Zirker - Businesses Champion - to visit local companies for their input. Many local business advertise in the Parish Magazine, each of these could be approached.
5. Anthony Cox - set up the Face book page. Each member will receive an email inviting them to join the group; each person can then invite others to join.
6. Matt - has set Drop Box up. He will send the link to each member so everyone can upload and access documents.
7. Carol and Anthony, Communications officers, to take charge of the distribution list; add in Harpford email addresses

Discussed an online calendar of events but it was agreed a paper version would be more manageable and more secure.

**5 Schedule of Meetings**

**5.1 Resolved**: Working groups to meet once a month

**5.2 Resolved**: Steering group to meet once every two months.

**5.3 Resolved**: Meetings to take place the week before Parish Council meetings in order to keep the PC updated.

**6 Terms of Reference**

Hazel Jeffrey has sent some examples.

**Action**:

1. Matt and Emma will draw up draft Terms of Reference for agreement at the next meeting.

**7 Next meeting**

Each person present to bring a new member to the next meeting increase community engagement.

**Date of next meeting**: Monday 16th February 2015 @ 8.00 pm

Venue - David Zirker’s House Brookfields, Venn Ottery Road Newton Poppleford EX10 0BU 01395 567430 or 07802 755411 email: d.zirker@btinternet.com

**Current Membership**

* Chairperson: Emma Coppell
* Vice-Chair 1: David Zirker
* Vice-Chair 2: Matt Coppell
* Secretary: Val Ranger (PC representative)
* Communications Officer: Carol Rowe supported by Anthony Cox
* Housing Lead: Vacant
* Housing PC Representative: Val Ranger
* Traffic & Transport Lead: Matt Coppell
* Traffic & Transport PC Representative: Hazel Jeffery
* Employment & Services Lead: David Zirker
* Employment & Services PC Representative: Mo Cook
* Health & Wellbeing Lead: Anita Kemp
* Health & Wellbeing PC Representative: Mo Cook
* Environment, Leisure & Sport Lead:
* Environment, Leisure & Sport PC Representative: Makala Tillotson
* Business Champion: David Zirker
* Young People’s Champion: Judith Cullip