Newton Poppleford and Harpford Neighbourhood Plan

Meeting Agenda – 22nd January, 2015

1. Introductions
2. Minutes and Action Points of last meeting (12th January, 2015): **Appendix 1**
3. Ratification of steering group membership: **Appendix 2**
4. Discussion of ideas for recruitment of parishioners to the working groups
5. Discussion of schedule of meetings: **Appendix 3**
6. AOB

Date of next meeting: to be determined

**Appendix 1: Action Points of meeting held on 12th January 2015**

**3.2 ACTION:** Emma & Matt Coppell to investigate the possibility of employing an independent, experienced facilitator to help guide us through the process.

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

**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.

**Appendix 2: Provisional structure of the Steering Group**

* 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

**Appendix 3: Proposal for schedule of meetings**

It is proposed that the Steering Group reconvene after 1 month, with two aims:

1) to be updated on working group membership numbers following the recruitment campaign.

2) to discuss comments received during the public consultation relating to each working group subject area and agree a broad remit for each working group.

Following this, it is proposed that the Steering Group meet every two months in order to be updated on progress of each of the working groups and make recommendations as necessary. It is envisaged that each working group will meet at least once between the Steering Group meetings.