**Minutes of the meeting of the Neighbourhood Plan Steering Group**

**Tuesday 11th August 2015 @ 8.00pm, The Cannon Inn.**

**Present**: Emma Coppell, Gill Cameron-Webb, Judy Cullip, Anita Kemp, Lorna Dalton, Marilyn and Chris Ashmead-Craig

**Apologies**: Matt Coppell, Val Ranger

**1 Minutes of the meeting 4th August 2015**

Some members of the group had not seen the email with the minutes.

**Action**: All to send comments to nph-nplan@outlook.com by end of Monday 17th August

**2 Actions Brought Forward**

1. Judy to forward email sent to Primary School to Val - **completed**
2. Matt to modify leaflet to inform community of NP contact details - **carry forward**
3. Emma to update the Project Plan - **carry forward**
4. Emma to draft a public engagement and consultation strategy - **carry forward**
5. Catherine to modify leaflet advertising the Community Day - **carry forward**
6. Matt to arrange non-editing Dropbox access for Marilyn & Chris - **carry forward**
7. Emma to find out more about Community Games - **completed**
8. All to compile a list of activities for Community Day - to be discussed under agenda item 3
9. All to add to list of businesses/groups approached - to be discussed under agenda item 3
10. All to review Housing theme questions - **completed**
11. All to review Env, Sport & Leisure questions - to be discussed under agenda item 5
12. Traffic & Transport group to bring summary to next meeting- to be discussed under agenda item 6

**3 Update on Community Day**

* 1. Times and duration (consult with Karen) **Resolved**: to advertise 12-5pm with flexibility to extend hours if necessary and appropriate.
	2. Funding (approach Parish Council) **Action**: Matt or Anita to contact PC Finance committee to enquire about funding.
	3. Licences/insurance? **Action**: Emma to contact David Zirker to find out what insurance cover is held for Pavilion/playing field and premises licence number.
	4. Businesses/groups approached. Update as follows:

Marilyn & Chris

 Moore’s - not interested and will not display leaflets

 Southern Cross - will display leaflets and may want to sell scones. **Action**: Provide more information via letter/flyer; M&C to follow up.

 Rickshaw Express - very keen to help but have no equipment to keep food warm, but could possibly sell food in the first hour. Will display leaflets. **Action**: Anita to ask if George has equipment for keeping food warm.

 Country Kitchen Co. (Fluxton) - sell crepes and coffee. Will come if there is not a market taking place that day.

 Contemplating canines - Will almost certainly want a stall, and may act as judge if we run a dog show.

Anita

 La Rosetta - keen to be involved, will probably bring pizza oven.

 Otterdene riding school - were keen but do not have the right insurance. **Action**: Lorna to contact another riding school.

 Edgar (fruit & veg) - needs more information. **Action**: Provide more information via letter/flyer; Anita to follow up.

Pride Hair & Beauty - no response yet.

Lorna

 Rob Derbyshire (sweets and fudge) - keen to have a stall

**Action**: Gill to contact Four Elms Hill, Central garage and the couple who sell fruit & veg at the indoor market.

**Action**: Judy to contact Fancy That.

**Action**: Anita to contact Women’s Institute and find out if there is a mobile DJ who would be willing to contribute.

* 1. Activities
		1. horses allowed on Webber’s Meadow? **Action**: Matt or Anita to contact PC to request that horses are permitted for this event.

**Resolved**: that a fun dog show could take place on Webber’s Meadow.

**Resolved**: that the Neighbourhood Plan would display the themes and questions on upright boards in large print.

* 1. Raffle prizes. Update as follows

 Moore’s (BOGOF voucher), Rickshaw Express (voucher), Southern Cross, contemplating canines, Rob Derbyshire all possibilities for raffle prizes.

**Resolved**: to collect prizes and then take a final decision on types of stall based on quantity and type of donated goods (e.g. larger-value prizes = raffle, glass = bottle stall, other = tombola)

 **Action**: Donated prizes to be given to Gill Cameron Webb for storage and sorting. Bring to next meeting (18th August, 8pm)

**4 Neighbourhood Plan - Health & Wellbeing theme**

**Resolved**: that the group was happy with the identified themes and proposed questions so far.

**Action**: all to submit further questionnaire items.

**5 Neighbourhood Plan - Environment, Sport and Leisure theme**

**Resolved**: that the group was happy with the identified themes and proposed questions so far.

 **Action**: all to submit further questionnaire items.

**6 Neighbourhood Plan - Traffic & Transport theme**

 **Resolved**: that the group was happy with the identified themes

 **Action**: Emma, Matt, Sheila, Anita & Gill to meet up to generate questionnaire items.

**7 AOB and date of next meeting**

 **Action**: Emma to remove ‘consultation comments’ spreadsheet from Dropbox as it is now out of date (comments have been transferred to Word document).

 **Action**: Emma to email Val’s letter to businesses to the group for printing off and taking to discussions about Community Day. (*N.B. this is a letter about the Neighbourhood Plan, not the Community Day - suggest taking a flyer instead*)

 **Action**: all to bring a bottle for the bottle stall to the next meeting.

 **Resolved**: Date of Next Meeting of the Steering group: Tuesday 18th August @ 8.00 pm, Cannon Inn.