**Newton Poppleford and Harpford Neighbourhood Plan**

Meeting Agenda – 18th August, 2015, 8pm Cannon Inn, Newton Poppleford

1. Welcome and Apologies
2. Minutes and Action Points of last meeting: **Appendix 1 - Minutes of meeting held on 11th August 2015**

Action Points:

1. All to send comments to nph-nplan@outlook.com by end of Monday 17th August
2. Matt to modify leaflet to inform community of NP contact details
3. Emma to update the Project Plan
4. Emma to draft a public engagement and consultation strategy
5. Catherine to modify leaflet advertising the Community Day
6. Matt to arrange non-editing Dropbox access for Marilyn & Chris
7. Matt or Anita to contact PC Finance committee to enquire about funding and PC about horses on Webber’s Meadow
8. Emma to contact David Zirker to find out what insurance cover is held for Pavilion/playing field and premises licence number
9. All to bring items for stalls to next meeting
10. Emma to remove ‘consultation comments’ spreadsheet from Dropbox as it is now out of date (comments have been transferred to Word document)
11. Emma, Matt, Sheila, Anita & Gill to meet up to generate questionnaire items for Traffic & Transport theme **(to be discussed under agenda item 4)**
12. All to submit further questionnaire items for Neighbourhood Plan themes **(to be discussed under agenda item 4)**
13. All to continue approaching businesses and groups **(to be discussed under agenda item 3)**
	* 1. Southern Cross update? (Marilyn & Chris)
		2. Edgar Berry update? (Anita)
		3. Equipment for keeping food warm? (Anita)
		4. Riding school? (Lorna)
		5. Four Elms Fruit Farm, Central garage, indoor market? (Gill)
		6. Fancy That? (Judy)
		7. WI? (Anita/Emma)
		8. Mobile DJ? (Anita)
14. Update on Community Day
	1. Businesses/groups approached
	2. Activities
	3. Raffle prizes
15. Updates on themes and questionnaire
	1. Housing Theme
	2. Health & Wellbeing Theme
	3. Environment, Sport and Leisure Theme
16. AOB and date of next meeting
	1. Email/letter text to businesses inviting them to consultation meetings: for approval and sign-off (see Appendix 2)
	2. Email/letter text to primary school inviting them to get involved in consultation, tree survey etc: for approval and sign-off (see Appendix 3)

**Appendix 1: Minutes of meeting held 11/08/15**

**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.

**Appendix 2: Email/letter to businesses**

Dear ……

**NEIGHBOURHOOD PLAN**

We are writing to all local businesses inviting you to give us your views on shaping the future of your neighbourhood. The Neighbourhood Plan is supported by the Parish Council but must be driven by stakeholders, eg residents, businesses, land owners, farmers, etc. A Neighbourhood Plan carries legal weight in the planning process and can be taken into consideration when planning applications are considered. In the emerging East Devon Local Plan villages such as Newton Poppleford are considered ‘sustainable’ and as such we are being encouraged to take responsibility for how our village develops.

We have organised two meetings where you can meet with us and hopefully other local businesses and discuss and put forward ideas that you would like to see come to fruition in the village, with a particular focus on ideas that would be of benefit to you as a business.

Some suggestions for matters which might be on interest to you are:

* Any building work on your own property requiring planning permission
* Your views on building and development in general in the village that may support your business through population growth
* Roads, road signs, parking
* Advertising and promotion, broadband
* The local environment generally
* Ideas for ensuring your business is sustainable, any other ideas you may wish to raise
* Development of new businesses which may in turn support your business

**The dates of the meetings are:**

Monday 7th September @ 10.00 am Newton Poppleford Village Hall

Tuesday 8th September @ 3.30 pm Newton Poppleford Village Hall

We appreciate the difficulty you may have in attending a meeting and managing your workload so if you would prefer us to visit you or to send us your comments in writing, please feel free to do so. It would be very useful if you could let us know if you would like to attend one of our pre-arranged meetings by returning the proforma below or emailing us.

Yours sincerely

Emma Coppell

Chairman, Neighbourhood Plan Steering Group

Email: nph-nplan@outlook.com

RSVP – Please see over

**RSVP**

Name of Business ……………………………………………………………………………………………………….

* I can/cannot attend the meeting on Monday 7th September 2015
* I can/cannot attend the meeting on Tuesday 8th September 2015.

Signature of proprietor ……………………………………………………………………………………………..

**Comments to contribute towards the Neighbourhood Plan:**

Name of Business

Nature of business

Number of employees

Contact Telephone number

Your Comments (Please feel free to expand this section or continue on a separate page:

**We are also holding a Community Afternoon on Sunday 27th September 2015 from 12.00 noon onwards.**

**If you would like to be involved or participate in this as a promotion for your business please let us know again, preferably by email:**

nph-nplan@outlook.com

**Appendix 3: Letter to Newton Pop Primary School**

Dear Mr Vaughn 05 August 2015

**Neighbourhood Plan**

As the new term approaches at school, we are writing to invite you, your staff and the pupils to give us your views on shaping the future of your neighbourhood. The Neighbourhood Plan is supported by the Parish Council but must be driven by stakeholders, eg residents (of all ages!), businesses, land owners, farmers, etc.

A Neighbourhood Plan carries legal weight in the planning process and can be taken into consideration in planning applications. In the emerging East Devon Local Plan villages such as Newton Poppleford are considered ‘sustainable’ and as such we are being encouraged to take responsibility for how our village grows and develops.

We would very much like your children to help shape the future of our villages, possibly through the school council. This might form part of your 3 year plan, would be evidence of working with the local community and would be well regarded by Ofsted. The areas we would like your input on are:

* Housing
* Traffic and Transport
* Employment and Services
* Health and well-being
* Environment, Leisure and Sport – here in particular we would like input on the best use of Webbers Meadow, what facilities children would like in the play areas in general in the village and so on. They might like to comment on footpaths and access around the village and so on.

The children might also like to help us nominate special village assets that they would like to see protected in the future. The agenda is yours really!

**Tree Project**: We also have a special project which is on trees. We would like to build a database of special trees in our area, and this is where input from the children would be invaluable. This idea was put to us by the arboriculture officer at EDDC. We already have plans of protected trees in the area, but we would like to build and extend this.

We would be happy to work with the school to have this project carried out within school as part of your curriculum; or to run events after school, perhaps with the inclusion of parents/carers. We could also do something as part of the afterschool club if this would fit better. We would be happy to come and present to the school to start the project. Some of our steering group members are DBS checked if that helps.

Alternatively if you would prefer to run this project within school via the school council and then feed back to us, we would welcome this approach too.

Please do let us know if you would like to be involved in this project.

Yours sincerely

Emma Coppell

Chairman, Neighbourhood Plan Steering Group.

Email: nph-nplan@outlook.com