**Newton Poppleford and Harpford Neighbourhood Plan**

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

**Present**: Emma Coppell (Chairman), Matt Coppell (Vice-Chair) , Anita Kemp, Lorna Dalton, Gill Cameron-Webb, Judy Cullip, Val Ranger, Marilyn Ashmead-Craig, Chris Ashmead-Craig

**Apologies**: Haylor Lass

1. Minutes of the last meeting 11 August 2015 - agreed.
2. Action Points from last meeting:
3. Matt to modify leaflet to inform community of NP contact details – **Completed** except for Facebook details. Meeting with Catherine Grace arranged for 19/08/15.
* **Advertising**: Produce 900 x A5 black and white for leaflet drop via:
* Anita – Venn Ottery/Southerton
* Marilyn – Exmouth road/Badger Close/Exeter Road
* Judy - High St/Station Rd
* Emma – Exmouth road/Burrows
* Val - Northmostown/Harpford/Back Lane/ Hunger Hill
* Gill – Otter Reach/School Lane/Hacker Close

Possibly print through VR?

* Coloured leaflets for laminating for noticeboards and businesses – 30 via Anita
* Noticeboards at either end of village as per election
* Long Banner – VR to contact Mark Dowen for details of £24 approx banner
* Parish magazine deadline Wed 19th August 2015
* BBC Radio Devon – Anita to contact re advertising on the day
1. Emma to update the Project Plan – ongoing, EC meeting with GCW set up to develop a Gant Chart.. See [http://eastdevon.gov.uk/planning/neighbourhood-and-community-plans/neighbourhood-plans/templates-and-guidance-documents](http://eastdevon.gov.uk/media/886363/NP-Project-Planner.xlsx)/ for model documents and advice.

 The Finance Plan will be a separate document

1. Emma to draft a public engagement and consultation strategy –ongoing, see above
2. Matt to arrange non-editing Dropbox access for Marilyn & Chris - ongoing
3. Matt or Anita to contact PC Finance committee to enquire about:
* PC funding – can we have the £500 suggested at previous PC meetings for the Community Day?
* PC - Can we have horses on Webber’s Meadow?
* PC - Can we exceptionally have dogs on the playing field for the Community Day ?
1. Emma to contact David Zirker to find out what insurance cover is held for Pavilion/playing field - **completed**. Pavilion and playing field have public liability insurance. David Z is going to find out why the Jubilee events had additional insurance to see if this is also relevant to the fete.
2. Temporary alcohol licence - Karen/Cannon is organising this. completed
3. All to bring items for stalls to next meeting – some items brought today for raffle etc.- Ongoing weekly
4. Emma to remove ‘consultation comments’ spreadsheet from Dropbox as it is now out of date (comments have been transferred to Word document) - **completed**
5. Emma, Matt, Sheila, Anita & Gill to meet up to generate questionnaire items for Traffic & Transport theme **(to be discussed under agenda item 4)**
6. Further questionnaire items for Neighbourhood Plan themes **(to be discussed under agenda item 4)**
7. All to continue approaching businesses and groups **(to be discussed under agenda item 3)**
8. Update on Community Day
	1. Businesses/groups approached
		* Southern Cross update? (Marilyn & Chris) – Reluctant at the moment as Sunday is their busiest day. Matt to ask them if they would provide scones etc for us to sell on their behalf
		* Edgar Berry update? Anita - Feedback next week
		* Equipment for keeping food warm? George thinks he can provide two bain-maries to keep the Chinese food hot for one hour, each holds 50-60 burgers
		* Riding school? (Lorna ) – not possible at the moment to provide ponies, now trying to find a pony for ‘groom the pony’ sessions
		* Four Elms Fruit Farm will provide a raffle prize –Gill to ask them if they want us to sell their produce?
		* East Hill Pride – Gill to ask if they wish to provide us with produce to sell. Ruled out Hog roast as other business are providing food.
		* Central garage - not consulted yet
		* LaRosettas – providing pizza oven and food
		* Indoor market? (Gill) – interested (they live in Venn Ottery) – further update next week
		* Fancy That? (Judy) – are attending and can provide gazebo, tables, teas and coffees
		* WI – (Emma) – attending
		* Devon Free Wheelers (Emma) will attend and provide first aid cover
		* Karizma Majorettes – Lorna will phone Sarah on 01297 33286 and check charges etc
		* Mobile DJ (Anita) – George can provide a DJ for £70 til 5 pm with microphone and sound system. We suggest paying another £30 if he can play on for longer.
		* Marilyn/Chris – have found a company (formerly Quick Crepes) who do sweet and savoury crepes (50 per hour), drinks etc. Their trailer is 7 meters long. M & C to update next week.
		* Cannon Pub – organising drinks licence
		* Musicians – Emma to advertise
		* History Group – feedback at next meeting
		* Short Mat Bowls – Emma emailing John Mason – feedback next meeting
		* Tennis club – ask Chris B if they can organise a target competition
		* Table Tennis – can this run in the pavilion – check with DZ
		* Steve Filer- cannot run games skills.
		* Cavanna Homes declined to attend
	2. Activities
		* Archery with Streve Bastyn – (Chris/Marilyn). Charge £1-2 per session. To be held on roped off field (corner of BackLane/Chestnut Way) with experienced club volunteers. Update next week
		* Tug o’ War – a popular suggestion, update next week (rope can be bought on-line approx £35) 8 people per team
		* Book Stall – donations from Steering group welcome. Leftover books to Children’s Hospice
		* Fun Dog Show :
			+ Kay has been approached by Matt but may not be able to put on an agility demonstration.. Matt suggested a ‘have a go’ agility course for local dogs if she could provide the equipment. She can also run a stall for the local rescue centre. Matt to follow up.
			+ Contemplating Canines Kate may also be able to run classes eg waggiest tail. (charge £1 per class) and have a stall. Cost of admin to be taken from entry fees. Rosettes sponsored by Anita Kemp (£20-£30). M & C to follow up
* Jar Stall – all fill empty jam jars with sweets, toiletries etc.
* Tombola – all to donate unwanted presents etc
* Bouncy Castle – Lorna investigating 4 companies. Hopefully they would staff it and take the profits. Lorna to feedback next week
* Face-painting – Anita to contact Monika, who also sells natural products
* Sarah Gibbs – may now be away and unable to provide the beauty stall.
* Jean Salter (local resident) will run a selling stall and donate the proceeds to us.
* Coconut shy – VR to check this via Salcombe regis
	1. Raffle prizes update
		+ Fancy That £25 voucher off dinner for four
		+ Four Elms Fruit Farm prize
		+ Moores Voucher
		+ Bottles donated

d. Resources for day:

* Small tables and chairs – check with David Zirker and Village Hall (GCW)
* Backup generator – check with David Zirker (GCW)
* Treasure Hunt – to be created once we know all the stalls
* Site Map – to be created once we know all the stalls.
1. Updates on themes and questionnaire
	1. Housing Theme –extra question - identify sites for regeneration eg coalyard
	2. Health & Wellbeing Theme – questions developing, all bring more next week
	3. Environment, Sport and Leisure Theme – questions developing, all bring more next week
	4. Traffic/Transport - meeting to be scheduled (Emma, Matt, Anita, Joy, Gill) to build questions, all bring more next week
2. AOB and date of next meeting

**Resolved** : carry over mailshots and alternate the theme of weekly meetings til end of September – one week Community Day, one week NP themes to ensure we keep up momentum.

**Date of Next Meeting** – Tuesday 25th August 2015 – focus on NP themes.