

Action Points from the NSC PC NP Steering Group (Newton St Cyres Parish Council Neighbourhood Plan Steering Group) at the Village Hall on the 21st of July 2022.

Before the Meeting the following Agenda was set.

- 1. Welcome and Apologies**
- 2. Notes of previous meetings**
- 3. Draft Key Policies and Priorities Document**
 - a. Comments and feedback**
 - b. Next steps**
- 4. Budget management- volunteer(s)**
- 5. Community engagement and publicity- volunteers**
- 6. Future meetings**
- 7. AOB**

Welcome and Apologies

Present-Graeme Barnell, Jock Campbell, Gina Quicke, Mark Phillips, Peter Hawksley, Dave Rowell, Andrew Broadhead and Marcus Iles.

Apologises-Roger Cashmore, Gail Meldrum and Tom Langdon-Davies.

Notes of previous meetings

The Action Points from the previous Meetings on the 19th of April 2022 and 26th of May 2022 reviewed. Noted that Jane Hole did not attend the Meeting on the 26th of May. Following this amendment Notes of previous Meetings agreed.

Draft Key Policies and Priorities Document

Graeme set the scene for the Meeting and the purpose of his Draft Document to help discussion of the vision and the priorities.

Actions

- 1) The Group agreed the need to seek feedback from the people of the Parish to understand their vision and priorities for the Village.**
- 2) This to be gleaned from a Community Forum Event (building on the success of the Climate Emergency Event) in the Village Hall. Ideas discussed of developing a SWOT Analysis, a vision for 10/15 years, interactive sessions and asking them to prioritise.**

To ask Stuart Todd (Consultant) for feedback on this approach and examples of best practise. Graeme to liaise with Stuart.

The date of this Event and Format to be agreed at next Meeting. Everyone to bring ideas to this meeting.

- 3) In support of the Community Forum, Jock agreed to identify the “stakeholder” Groups that needed to be invited to this Event and engaged with separately.**
- 4) Peter to pen an article for the Newton Wonder on the planned Event and work of the Group. Also, to set up a contact page on the Newton website for feedback.**
- 5) Gina to communicate and share details to the “Next Door” Community.**
- 6) Marcus to speak to wife Helen about how to engage with School and harness support and Graeme to speak to Jane Hole about contacting the Head. Again, building on the success of the Climate Emergency Event interaction and seeking views from young and encouraging parents to attend and support Event.**
- 7) The point was discussed on not focussing on prioritising at present and the need for clear concise terminology that enables everyone to understand.**

Budget management- volunteer(s)

- 8) Mark agreed as previously discussed to manage the Budget as Treasurer. He is to liaise with Jane Hole to confirm, if possible, to re-claim VAT on expenditure. It was noted that the Budget had no contingency in the plan. Graeme wished to clarify the point that we will need to formulate a project Budget once we are clearer how we want to spend the money. This is unlikely to look like the Budget outlined in the bid for the grant. Our project Budget will need to include a sum for contingencies as it's very unlikely there will be any additional money over and above the grant.**

Community engagement and publicity- volunteers

This point has already been covered above.

Future meetings

All future Meetings to be held on the first Wednesday of each month commencing on the 7th of September 2022. Venues to be confirmed. Graeme to investigate us of the Rec Meeting Room.

AOB

- 9) Dave agreed to develop a Route Map/Gantt Chart/Template drawing on some of the models available to enable a timeline to be agreed.**
- 10) All present agreed to the use of their e-mail addresses by the Group for communication.**

Next Meeting 7th of September venue TBC.