

## **Action Points from the NSCPC Neighbourhood Plan Steering Group Meeting on the 4<sup>th</sup> of January 2023 at The Club Room, Village Hall.**

Before the Meeting the following Agenda was set.

1. Chairperson
2. Welcome and Apologies
3. Notes of the last meeting
4. Neighbourhood Forum organisation
  - a. Agenda for morning (Marcus- see attached report)
  - b. Groups- leadership and presentations
  - c. Equipment and furniture
  - d. Catering and Refreshments
  - e. Publicity
5. NSC School- working with teachers and parents (Gail to update)
6. AOB
7. Date of Next Meeting:- Wednesday 1st February 2023 Club Room Parish Hall

### **Welcome and apologies**

Present- Jock Campbell, Mark Phillips, Peter Hawksley, Dave Rowell, Gail Meldrum, Andrew Broadhead, Tom Langdon-Davies and Marcus Iles.

Apologies- Gina Quicke and Graeme Barnell.

### **Chairperson**

Tom volunteered to Chair the Meeting and it was agreed to rotate the Chair if Graeme not present.

### **Notes of previous meetings**

The Action Points from the previous Meeting on the 7<sup>th</sup> of December 2022 were agreed.

### **Matters arising from the previous Meeting**

-To request Graeme to share his opening presentation at the next Meeting.

-Peter asked all six Topic presenters to share a 150–200-word summary of their content to be used in the Newton Wonder. The deadline is the 15<sup>th</sup> of January 2015 for February's edition. (Peter shared the proposal that each household in the Parish would receive a February edition of the Newton Wonder to promote the Community Meeting on the 25<sup>th</sup> of February.) The suggestion was that these summaries started to encourage Villagers to think of questions and ideas for the future. Please e-mail summaries to Peter [editor@newtonwonder.net](mailto:editor@newtonwonder.net)

**-We need to be clear about what we want as the “output” from the Community Event. How can we consistently measure and weigh the feedback.**

### **Neighbourhood Forum organisation**

#### **Agenda, Leadership, and presentations.**

**The draft proposal and various options and combinations were openly discussed.**

- A) Use of the Agenda proposed by Marcus.**
- B) The use of “post it” notes on Boards/Flipcharts**
- C) The use of tables to encourage group discussion with a selected Leader and Recorder.**
- D) One big cinema style Meeting with Formal presentations on each topic with Q&A.**
- E) The possibility to combine/group topics.**

**The need for a contingency plan for numbers from 30-150 Villagers attending. The limitation on Hall space, the noise levels (Do we need microphones?) and use of the Hall stage.**

**The outcome for the Meeting was discussed and it was agreed to focus on the 3 questions in each Topic.**

- 1) What we really like about Newton St. Cyres and want to protect?**
- 2) What is our vision for the future?**
- 3) What needs to change ?**

**This would give consistency of feedback.**

**Later work and feedback would be needed to gain priorities and weighting.**

**The need to ask the Villagers to confirm attendance to help with planning for numbers or use of “Eventbrite” to record was discussed but felt the pro’s and con’s of this outweighed the simple focus on encouraging everyone to attend and technology challenges.**

**From this discussion a proposed format for the Agenda was agreed. This is shared on a separate document.**

### **Equipment and furniture**

**The main proposal from this discussion was the need for a “dry run” rehearsal to set out the tables and equipment in the main Hall.**

**To see if we could book to use the Hall on Sunday the 19<sup>th</sup> of February for 3 hours. Graeme please could you investigate this?**

**The need to budget and procure for Flipcharts, bluetac and pens-Gail to investigate.**

The need to book Parish Council data projector and screen and practise at loading powerpoint presentations and have back up.

### Catering and Refreshments

Gina had kindly shared her amended catering proposal and budget previous to the Meeting.

The need to use funding wisely was discussed and how this could best support the new Agenda proposal. It was unanimously agreed that Tea/Coffee and biscuits on arrival was the best solution.

Additionally, how to record attendees' details was discussed and implications of GDPR. We need to know who has attended to check level of representation by age and location to ensure Langford, Smallbrook and Sweetham covered. A simple form to complete when having refreshment and a map of the Parish to let Villagers identify their house. Each attendee could place a sticker on by age group.

### Publicity

Peter discussed plans to distribute the Newton Wonder to all households in February with the help of volunteers.

The print costs approx. £450 for this edition to be covered from Steering Group Budget and there a future commitment to promote and share the outcome from the Community Meeting.

The need for a "poster" campaign in the Villages to promote the Community Meeting. Ideas to be discussed at the next meeting.

### NSC School-working with Teachers and parents

Gail's feedback that Graeme agreed to talk to Jim Enright as to how best to engage with the school. Jackie Enright is Chair of Governors.

The Steering Group was still very keen to consultant with the school and possibly have "painting/artwork" displayed at the Community Event.

### AOB

The issue of how to share and leverage the work that Roger had done collecting all the data from other Village Plans etc on the Google Drive was discussed. The need for transparency and openness.

Peter to look at hosting this data on Newton Wonder website.

The next Meeting is the 1st of February 2023 at 7pm the Club Room at the Village Hall.

Marcus Iles