

Action Points from the NSCPC Neighbourhood Plan Steering Group Meeting on the 19th of January 2023 via Microsoft Teams.

Before the Meeting the following Agenda was set.

1. To review in detail the Action Points from the previous Meeting.
2. To review the proposed new Proposed Agenda for the Community Meeting.
3. Date of Next Meeting:- Wednesday 1st February 2023 Club Room Parish Hall

This meeting was held on Microsoft Teams. Before the Meeting Graeme had shared a copy of the Action Points and Agenda that he had amended highlighting where the details and ownership needed clarifying.

Welcome and apologies.

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

Apologies- None received.

Notes of previous meetings

The Action Points from the previous Meeting on the 4th of January 2022 were discussed and each point noted in **RED** by Graeme reviewed.

Equipment and Furniture

- a) Graeme confirmed booking of Parish Hall for “dry run” on the 19th of February 9.30am-12.30.
- b) Gina to investigate availability of Parish Data Projector and screen for the 19th & 25th of February 2023.
- c) All presentations to be sent to Gina for loading on to laptop for the 19th of February. A back up laptop to be available Marcus to provide.
- d) Gail to order from Amazon, 6 Flipcharts, bluetac and pen sets for each table. (Gina to provide pens for the registration).

Catering and Refreshments

- e) Gina confirmed she has volunteers in place to provide tea, coffee, and biscuits. Approx budget £50.00 agreed.
- f) Gina was thanked for communicating with Sonia to explain change in the plan on catering and sending flowers. To claim flowers on Steering Group budget.
- g) Graeme/Gina(John Quicke) to source “Parish Map” to enable attendees to mark their house. Marcus to produce simple registration form to ask for name, address, e-mail address and tick age range. In addition, to provide “flags” for attendees to plot their house location.
(The map and registration forms are to provide a clear record of those attending).

Publicity

- h) Gail, Gina, and Dave agreed to co-ordinate with Peter to ensure the February Edition of the Newton Wonder delivered to everyone in the Parish.**
- i) Costs for printing agreed at £450.00 to be paid from Steering Group Budget. Mark to liaise with Jane to arrange payment.**
- j) Peter with Martin's help has designed a poster based on the cover for the Newton Wonder. The timings of 10.00am to 12.30 to be left. Peter aware of Parish Notice Boards and will contact Steering Group Members if he needs help distributing.**

NSC School

- k) Graeme has spoken to Jackie Enright Chair of Governors and the Head- James Akhurst. Meeting arranged to visit school with Gail to discuss participation/engagement of the school and communication parents/notice board for poster. Can the school car park be used on the 25th of February for parking due to limited spaces at Parish Hall?**

AOB

- l) Peter to liaise with Roger to ask for documents from the shared drive to be in a format to be transferred to the Newton Wonder website.**

Other Actions

- m) The need to think more about contingency planning for potential numbers of attendees. We need to plan for 30-150. Gina to check the limits on numbers for Health & Safety at next Parish Hall Meeting.**
- n) At the "dry run" to complete Health and Safety assessment with fire exits and first aid etc.**
- o) Gail to investigate name badges for Steering Group Members so easily identifiable.**
- p) Mark agreed to be MC for the Event to keep timing and co-ordinate the speakers. Andrew to provide "bell" to bring meeting to order to mark the start and end of each of the sessions.**
- q) Graeme to speak to Jim Enright about a few words to "open" the Meeting.**
- r) Graeme to share his proposed presentation at the next meeting.**

Output from the Community Meeting

It was agreed that it was important to capture the feedback from the Event as soon as possible. Everyone happy to meet after the Event and the clearing up to glean and record the details.

- s) Graeme to confirm that the Parish Hall can be booked until 3pm on the 25th of February.**

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

Marcus