

## Action Points from the NSCPC Neighbourhood Plan Steering Group Meeting on the 1<sup>st</sup> of February 2023 at the Village Hall Club Room.

Before the Meeting the following Agenda was set.

### Agenda

1. Apologies
2. Notes of meeting 19th January (attached)-All
3. Action points arising from 19th January meeting-All
4. Introductory presentation (attached)- Graeme
5. Engagement with the School- feedback from meeting with James Akhurst on 30th January- Gail and Graeme
6. AOB

### Welcome and apologies.

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

Apologies- Jock Campbell.

### Notes of previous meetings

The Action Points from the previous Meeting on the 19<sup>th</sup> of January 2022 were discussed and each point noted reviewed. The update is in **RED**.

### Equipment and Furniture

- a) Graeme confirmed booking of Parish Hall for “dry run” on the 19<sup>th</sup> of February 9.30am-12.30. **Done**
- b) Gina to investigate availability of Parish Data Projector and screen for the 19<sup>th</sup> & 25<sup>th</sup> of February 2023. **Gina confirmed all arranged with Jane.**
- c) All presentations to be sent to Gina for loading on to laptop for the 19<sup>th</sup> of February. A back up laptop to be available Marcus to provide. **Apologises from Marcus to Gina on miss recording this action. Dave has now volunteered to corollate all the slides in order and use the logo from the Newton Wonder. Peter to provide template. All presentations to Dave by the 14<sup>th</sup> of February. Mark to share Agenda. Dave to e-mail Marcus a duplicate file for back up on another PC.**
- d) Gail to order from Amazon, 6 Flipcharts, bluetac and pen sets for each table. (Gina to provide pens for the registration). **Complete. Gail to drop off the materials to Marcus for the 19<sup>th</sup> of February as unable to attend the “Dry Run”.**

### Catering and Refreshments

- e) Gina confirmed she has volunteers in place to provide tea, coffee, and biscuits. Approx budget £50.00 agreed. **Gina to invoice Jane and copy Mark in.**

- 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. **Gina sent flowers as her own thank you to Sonia.**
- 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).  
**Graeme to source a Map. Marcus to design registration form to try out at the Dry Run. Marcus to provide “flags” to place on map.**

**Additional points added here.**

**At the Dry Run to look at how to manage the number of people from reception to update map, complete registration form, to get refreshment and to be seated. Marcus to provide box to place Registration forms. Suggestion of a one-way system.**

**Mark to investigate if Microphone works and if we can use.**

#### **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. **Completed.**
- i) Costs for printing agreed at £450.00 to be paid from Steering Group Budget. Mark to liaise with Jane to arrange payment. **In hand.**
- 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.  
**The Steering Group to ask Peter to pass on thanks to Martin Taylor for his great work in designing the Posters and the work on the front page of the Newton Wonder.**

#### **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 25<sup>th</sup> of February for parking due to limited spaces at Parish Hall? **The Head has agreed that the School Car Park can be used for parking and will be available from 9.30am on the 25<sup>th</sup> of February. Andrew and Dave agreed to help manage the parking at the Hall and send Villagers to use the School Car Park. To wear yellow jackets.**

#### **\_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. **Graeme agreed to**

**contact Roger to see if easy access to this resource could be available through 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. **Gina stated that the safety limits in the main hall were 200 standing /120 seated. The club room has 60 standing limit. All Steering Group members to receive H&S briefing on the 19<sup>th</sup> of February with fire doors and accident book. Mark as MC to cover this in introduction to Meeting for Community Event. Gina volunteered to be First Aider for the event.**
- n) At the “dry run” to complete Health and Safety assessment with fire exits and first aid etc. **Marcus to clearly record in next Action Points the Training given.**
- o) Gail to investigate name badges for Steering Group Members so easily identifiable. **Gail has sticky labels to use for name badges and to identify Steering Group Members.**
- 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. **In hand.**
- q) Graeme to speak to Jim Enright about a few words to “open” the Meeting. **Still outstanding. Graeme to contact Jim.**
- r) Graeme to share his proposed presentation at the next meeting. **Graeme shared his presentation. The constructive feedback was to reduce the number of words on each slide to bullet points.**

### Engagement with the School Head-James Akhurst

**The work of the Neighbourhood Steering group links to the school mission statement for the children to see themselves as “global citizens”. He is keen to work with us and link to a project in Year 6 and other year groups. Gail to take the “lead” with the school.**

**Helen Iles an ex-teacher and volunteer helper at the school is happy to support Gail in designing presentation, lessons, and material.**

### 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 25<sup>th</sup> of February. **Done.**

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

**Marcus**