

Action Points from the NSCPC Neighbourhood Plan Steering Group Meeting on the 7th of June 2023 at the Village Hall Club Room.

Before the Meeting the following Agenda was set.

1 Welcome and apologies

2. Notes meeting 3rd May 2023

3. Key Neighbourhood Plan Policies

- Lead members to present revised policy headlines and action points.

4. Development of key policies via engagement with residents and stakeholders.

5. NSC School – engagement with children and parents (Gail to feedback)

6. Publicity

7. Workstream leadership.

8. Involvement of Consultant and Planning Authority.

9. Money

- Grant Application 23/24

7. AOB

8. Date of next meeting 5th July 2023

Attendees and apologies.

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

Apologises- Gail Meldrum, Estelle Honebon, and Tom Bailey.

Welcome

Graeme welcomed everyone to the meeting and confirmed that Heidi Howarth who had not attended a full meeting no longer wished to be involved in the Steering Group.

Notes of previous Meeting

Agreed as correct record.

Action Points

- 1) Graeme confirmed that the next meeting on the 5th of July would be on zoom at 7pm to enable Stuart Todd (Consultant) and Tristram Peat from Mid-Devon Planning to attend. Jane Hole, Parish Clerk to be asked to set up zoom meeting.

See later Action for changes to this point. Mark apologised for not being able to attend the Meeting in July and August.

The Agenda for this Meeting to be agreed later.

- 2) Before continuing to the next Agenda points two other matters were raised.
 - a) Graeme's continued role as Chair on the Steering Group with his additional work as Chair of the Parish Council. Graeme agreed that it was not sensible to continue in both roles and shared that the Parish Council had not assigned the important portfolio of Planning to any member, and he was fulfilling this role at present. Graeme stated that he wished for more women to be on the Parish Council. If this role is not filled, it could mean a re-allocation of roles at the next Parish Council Meeting. Dave shared that he holds the Environment portfolio.
 - b) Tom's e-mail to the group was discussed and the conflicts of interest with the Housing brief. It was agreed to redistribute responsibilities within the Steering Group - see later action point. The Meeting expressed the wish for Tom to continue his work with the Group. Graeme stated that the Housing brief was difficult due to the complex policies and knowledge involved.
- 3) Key Neighbourhood Plan policies submitted except for Health & Wellbeing.
- 4) Engagement with other Stakeholders. It was agreed that the Steering Group had not yet listened to the views of local businesses, landowners, and other organisations. The following tasks were identified, and responsibility assigned.
 - a) The need to compile a list of all businesses, landowners, and organisations, building on Jock's work. Peter to complete and circulate for comment by 17th of June.
 - b) Produce the Agenda for the Meeting with these Stakeholders and agreed purpose. To be along the lines of the Community Forum Event. Not assigned.
 - c) Work on a communication that can be used in Newton Wonder to confirm outcome from Community Form and the next steps being taken by the Steering Group. Marcus to prepare and circulate for comment by the 20th of June. This is the deadline for printing of the Newton Wonder.
 - d) Agreed this Stakeholder Meeting to be on Wednesday the 13th of September 6-8pm. Graeme to book Parish Hall.
 - e) An invitation to be written with RSVP requirement. Mark to complete by mid-August. Completed.
 - f) Invitations to be sent to all stakeholders on Peter's agreed list in mid -August. Not assigned.
 - g) After the Meeting all stakeholders not attending to be contacted for view and given opportunity to respond. Not assigned.
- 5) NSC School. Engagement with the school to seek children's views in progress. The Head has agreed lesson plan for different year groups and Gail & Helen Iles to

deliver to children before the end of term. A report of the feedback to be prepared for the Steering Group.

- 6) **Publicity.** Article to be prepared for Newton Wonder see action 4c. The possibility in the future to communicate in Newton Wonder on the work at the School and the Stakeholder Meeting.
- 7) **Workstream Leadership.** After the 5th of July, the Meeting agreed that all topic leadership roles will be resigned and new workstreams and responsibilities will be assigned. New Chair and a proper Project Plan to be developed as the next step.
- 8) **Involvement of Consultant and Planning Authority.** It was agreed to only invite Stuart Todd, our consultant, not Mid Devon Planning. The zoom meeting to be 90 minutes and the agenda to cover the following:
 - Stuart to be pre-briefed on progress, topics identified, the stakeholder meeting.
 - The need to “futureproof” plans. Current “Helia” process with developers and the new Mid-Devon Plan still to be published and consulted on.
 - The requirements to identify and designate Public Open Space.
 - Conservation Plan review.
 - Housing Needs Survey.
 - Infrastructure.
 - How we plan to take forward.
 - What have we missed-need to develop/consider. Learning from other Local Plans.
 - How to seek feedback from other Stakeholders. Seeking Landowners’ views.
- 9) **Money - Grant Application.** Mark still regularly checking website. The Parish Council have agreed to fund Stuart’s costs for the July Meeting and cost of Parish Hall Meeting room bookings.

Next Meeting the 5th of July at 7pm on Zoom. Details to be shared nearer the date.

Marcus Iles

Next Meetings

24th of May 12-2pm-Village Hall-Graeme to confirm venue.

7th of June 7pm -The Club Room-Parish Hall.

Marcus.