

## **Action Points from the NSCPC Neighbourhood Plan Steering Group Meeting on the 6<sup>th</sup> of September 2023 at the Village Hall Club Room.**

Before the Meeting the following Agenda was set.

### AGENDA

1. Apologies
2. Notes of meeting 2nd August 2023
3. Stakeholders Day 13th September 6-8pm-preparation
  - a. Invitations and publicity (draft list of invitees and draft invitation letter attached)
  - b. Presentations and information
  - c. Interaction
  - d. Holding the ring
  - e. Recording
  - f. Equipment
4. Budget and funding application - Draft attached
5. Date of next meeting 3rd October

### **Attendees and apologies.**

Present- Graeme Barnell, Tom Langdon-Davies, Estelle Honebon, Peter Hawksley, Andrew Broadhead, Gail Meldrum, Mark Phillips, and Marcus Iles.

Apologies - Tom Bailey.

### **Welcome**

Graeme welcomed everyone to the meeting and stated that the focus this evening was on planning for the Stakeholder Meeting on the 13<sup>th</sup> of September 6-8pm.

The resignation of Dave Rowell was discussed, and Graeme confirmed that they had not met. Dave was thanked for all his hard work.

The next meeting on the 3<sup>rd</sup> of October was to be used to review the future next steps for the Steering Group, the Project Plan ,how to liaise with Tristram Peat at Mid Devon, elect new Chair and consider the option to extend the settlement boundary.

Everyone had received the e-mail from Stuart Todd (The Steering Groups Planning Consultant) setting out the options from his viewpoint.

Action Points from the previous Meeting on the 2<sup>nd</sup> of August 2023 were not reviewed or agreed.

## Action Points

- 1) It was agreed to plan for the attendance of 5-15 Stakeholders based on the current responses.
- 2) The poor response was discussed, and Tom shared that the business holders and landowners were busy people and needed to see a clear benefit for them to attend.
- 3) Graeme shared more on the option to extend the settlement boundary to enable possible development areas to be set out in the plan and agreed with local landowners. The importance of the Mid Devon 5-year land supply and how a “tilted balance” worked were shared.
- 4) Though the Steering Group had shared some of the possible planning objectives, we needed to stress to the Stakeholder Meeting that we were in “listening mode” as we have been with the Community and School engagement. The same 3 questions applied.
- 5) It was agreed that from Actions below that **Marcus was to prepare an Agenda and timetable for the Event.** (See separate e-mail with Agenda attached). **All to feedback views.**
- 6) **Tom** to supply flipchart.
- 7) Estelle stated the importance of attendees having a copy of the details to enable different styles of learning and participation.
- 8) **Gail** to provide flipchart paper, sticky pads and pens plus prepare tea and biscuits for 5.45 to 6pm. (Approx. maximum of 20 people)
- 9) **Graeme** to update presentation used at the Community Event to share what a Neighbourhood Plan is. Graeme to provide laptop to be used at Event with data projector.
- 10) Those confirmed as attending the event Graeme, Peter, Tom, Gail, Mark (may miss the set up) and Marcus. **All to be at Hall for set up at 5pm on the 13<sup>th</sup> of September.** Data projector and screen all booked.

## Budget

- 11) Mark shared that £9,100 of the budget remained and referred to the proposed costs prepared by Stuart Todd and the possible items that we could do ourselves. Mark had tried to link the budget to the Project Plan prepared by Dave. It was agreed that Mark and Graeme would review and go back to Stuart with revised budget of 5K for this year. We need to use his expert skills to check the “wording”. **Mark** to submit budget plan to the Parish Council.  
(Please note that since this meeting, Mark has shared important updates about what capital costs are allowable and how budgeting works if you need to revise your plan after completion i.e. for a change of Local Plan).

## Other items

- 12) The idea for the future need of a Neighbourhood Plan Implementation Group was discussed.

**The next Steering Group Meeting is on the 3<sup>rd</sup> of October 2023 and will be held via Microsoft Teams.** Graeme to arrange. Tom and Marcus both on holiday but plan to join.

Marcus Iles.