

Neighbourhood Plan Steering Group

Minutes of the meeting held on 15 August 2017

Those Present:

Richard Baker (RB) – **Chair**
Malcolm Findley (MF)
Jenny Williams (JW)
Mike Wynne-Powell (MW-P)
John Reynolds (JR)
Tim Swainson (TS)
Roberta Bristow (RB) – **Minute Taker**

Apologies: Guy Walker (GW)
David Vincent (DV)

1. **Previous Minutes:** The minutes of the previous meeting were amended as follows:

Funding - There is no initial funding for the Steering Group.

All references should be to Ringmore Parish not Ringmore Village unless it affects Ringmore Village discretely.

The revision of the plan should have a date and revision.

2. **Matters Arising:** There were no matters arising.

3. **Finance:** JR reported that the key source of funding was a grant for up to £9000 together with a technical fund of up to £6000 – both are available through the Locality Fund. The application is not an easy process which needs to be carefully considered. It was confirmed no asset could be bought with the grant. The funding needs of the Steering Group have to be assessed for the next six months as multiple applications should be avoided. Any grant received has to be spent by March 2018. It was agreed a small sub-committee would be set up to deal with the finances. JR to lead, with RB and JW on the committee in order to submit an application as soon as possible. A meeting was arranged for 23 August 2017. In the meantime the full documents would be sent to the sub-committee members to consider and send comments to JR before the meeting. Ringmore Parish Council had agreed to possibly fund initial expenditure. The Chairman preferred a grant as opposed to calling on Parish funds. The matter would be discussed by the Parish Council. JR agreed to approach Beth Huntley (District Councillor) to ascertain whether a Sustainability Grant would be available.

4. **RNPSG Plan for PC meeting in September:** The Chairman confirmed the 'periods' in the original plan had been replaced with dates. The Chairman proposed sending the plan to the PC for the September meeting with all Councillors being sent a copy in advance.

5. **Web Page:** DV offered to re-write the web page. DV was asked to circulate the draft to all members of the SG and add an item about the referendum for the NP.

6. **Training:** The Chairman gave details of a training course to be held in Exeter on 4 October 2017 between 1000 and 1600 at a cost of £75 per person. It concerns the NP procedure. RB was to ask JW and DV to attend with him. It was agreed there would be funding for as many people who wanted to attend.

7. **Garden Party Event 28 August 2017:** The SG had been invited to attend the Garden Party. The size of the space required and preferred tentage was discussed. It was generally agreed the display would be best in a stand-alone space with individual boards for each question and explanation of the NP. Attendees would be asked to make anonymous comments using 'notes' on each subject. MF offered to hold a similar event in Challaborough on the same day.

A long discussion followed about the headings for the display boards given that there was limited space. The Chairman agreed to produce the headings, questions and information for the display together with colourful illustrations where possible. A large map of the Parish and surrounding area was available. It was agreed that JR, MWP would put up the tables on the day before the garden party and RB, DV, JW and MWP would steward during the afternoon.

7. **Next Meeting:** To be held at the WI Hall 12 September 2017 at 1100.

..... Richard Baker (**Chair**) Date: