

Ringmore Neighbourhood Plan Steering Group
Minutes of the meeting held on 12 Septemeber 2017

Those Present:

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

Apologies: Tim Swainson (TS)

1. **Previous Minutes:** The minutes of the previous meeting were agreed and signed. Richard Baker's initials will be changed to RAB to avoid confusion with Roberta Bristow. RAB advised the meeting Tim Swainson had resigned from the Group but he had been asked to canvas the Marwell area for new members. It was agreed a concerted attempt would be made to recruit members to the Group who were not connected with RPC. [Subsequently Mike Campbell agreed to join the Steering Group.]
2. **Finance:** The grant application for £2716 had been prepared, finalized, submitted and approved. It was noted the money would be paid into the RPC's bank account within 10 days. Congratulations were offered to the sub-committee. A detailed breakdown of the grant is attached to these minutes. There is still £500 from the RPC which RAB would like to keep in hand for future use. It was noted the Steering Group would now need accounts which JR agreed to provide.
3. **Training:** It was noted 4 people were available for the training course on 4 October. The Clerk to the Council is to be invited to join the training course as he is the person who takes overall responsibility for the process. RAB advised this course is an overview of the NP process and there would be other courses available for more detailed work.
4. **Web Page:** DV had scripted the web page which was approved with one amendment. The 'Road Map' offered by MW-P was to be added. It was agreed the minutes and agendas would also be uploaded to the website.
5. **Challaborough:** MF produced a document with an introduction and questions as agreed at the last meeting. He said there were 15 occupied houses within the Parish at Challaborough. He spoke to 14 households and explained why the views were needed. He left the survey and had 6 returned which is a 40% return rate. He collated all the responses and offered it to the Committee. MF was thanked for his hard work.
6. **Garden Party Event:** The Garden Party was not as effective as it had been hoped and ideas were invited to engage Parishioners. There were suggestions that a broader survey be appended to the October Parish Newsletter.. RAB asked that a sub-committee be formed by DV, MF and JW (Chair) to structure a series of questions to be put to Parishioners. It was suggested a stamped addressed envelope (with RAB's address) be added to the questionnaire in the Newsletter with a return date.

It was agreed there would not be a survey at the Apple Pressing event in October as the newsletter survey would already be circulated by the time the event took place. It was suggested that there might be a simple display describing the process and someone on hand to answer questions.

6. **Next Meeting:** To be held at the Parish Room on 17 October 2017 at 1100. (**Post Meeting Note:** new Date and time to be agreed and advised.)

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