

**NOTES OF MEETING OF NEWTON AND BIGGIN NEIGHBOURHOOD PLAN ADVISORY COMMITTEE (NBNPAC).
Wednesday 8th May 2024 Newton Village Hall.**

1. Welcomes and apologies

Present (x 13):

Ian Davis, Anne Davis; Chris Wildig; Kamel Mehta; Gary Kirk; Jane Morgan; Ben Wyan; Rick Crane; Rebecca Barry; Andy Newnham; Sarah Loydall; Bob Threadgold; Glen Langham.

Apologies:

Dean Welburn; Karen Newby; Sarah Sturdee

2. Declaration of Interest.

All residents of the Parish have an interest in the Plan.

3. Minutes of meeting held on 12 March 2024

a) Accuracy

Minutes were agreed as accurate.

b) Review Next Steps from last meeting - Not reviewed

c) Matters Arising

a. Skills Audit

Rebecca collated additional responses into a summary of skills, and this has been circulated to the group.

b. Questionnaire

Anne and Andy presented the draft questionnaire. There were many builds from the group, and these have been captured by Rebecca who will forward to Andy to allow him to make the necessary changes.

Once the changes have been made to the MS Word version, Andy will forward this to the group for any further comments before sending to Gary.

The free version of Survey Monkey will not be suitable, so Gary will arrange for the survey to be completed using the YourLocale account.

c. Theme Groups update

This will be reviewed after the open event where volunteers will be canvassed for the groups.

d. Coton East Land Use update - No update.

4. Funding / AECOM updates.

Draft Design Code has been received from Deng Wei at AECOM and circulated to the group. A final version is expected from AECOM by the end of May.

5. Open Event

a) Planning

Due to the changes required to the questionnaire it was agreed by the group that this will not be ready for the planned Open Event on 1st June. After lengthy discussion, the group decided to push the date back of the event and reschedule for **Sunday 14th July from 12pm until 3pm**. Newton Village Hall is available and has been booked for the event. The second evening event planned for 5th June is also cancelled and will not be rescheduled.

b) Leaflets

Gary will design a draft leaflet advertising the Neighbourhood Plan Open Event and circulate to the group for feedback.

c) Roles and Responsibilities

To be covered at the next meeting.

d) Photos - Done

e) Maps

Done. Ian will keep hold of the paper copies until the Open Event.

Meeting closed at 8:15pm

Date of future meeting (s)

The next meeting will be at 7pm on Wednesday 5th June 2024 in the Village Hall.

Summary of Next Steps

Produce summary of proposed changes to the draft questionnaire and forward to Andy and Anne	Rebecca	ASAP
Amend the MS Word version of the questionnaire with the above amendments and circulate to the group for final review before sending to Gary.	Andy / Anne	ASAP
Design a draft leaflet and circulate to the group.	Gary	ASAP
Send calendar invitation for next meeting and re-arranged open event.	Rebecca	ASAP