

**NOTES OF MEETING OF NEWTON AND BIGGIN NEIGHBOURHOOD PLAN ADVISORY COMMITTEE (NBNPAC).
Wednesday 5th June 2024 Newton Village Hall.**

1. Welcomes and apologies

Present (x 10):

Ian Davis, Anne Davis; Kamel Mehta; Gary Kirk; Rick Crane; Rebecca Barry; Andy Newnham; Bob Threadgold; Sarah Sturdee; Gordon Coates

Apologies:

Glen Langham; Dean Welburn; Karen Newby; Chris Wildig; Jane Morgan; Ben Wyan

2. Declaration of Interest.

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

3. Minutes of meeting held on 8 May 2024

- a) **Accuracy** - Minutes were agreed as accurate.
- b) **Review Next Steps from last meeting** – All completed
- c) **Matters Arising**

- i. **Questionnaire**

- Version 2 of the questionnaire was circulated to the group ahead of the meeting. There were a few more builds from the group, and these have been captured by Rebecca who will forward to Andy to allow him to make the necessary changes. Any further changes / builds from the group must be sent to Andy by close of play Friday 7th June.

- Once the changes have been made to the MS Word version, Andy will circulate a Final Draft to the group by close of play Sunday 9th June.

- Gary and team will make the necessary formatting adjustments to the Final Draft to create a version that can be printed by Friday 14th June. The final version will also be uploaded to Survey Monkey by Gary and team using the YourLocale account.

4. Technical Support (AECOM) updates.

Final Draft Design Code has been received from Deng Wei at AECOM and circulated to the group. As this was only received the day before the meeting, this will be discussed in detail at the next meeting. Committee members are asked to review the report that was circulated on Tues 5th June and send any comments to Ian by 21st June.

Gary will ask Wei Deng if the Draft can be kept open until after the open event and questionnaire results.

It was noted that the report mentions 'Brownsover' in figure 36 which should have already been fed back from the first draft. Ian will review the initial responses and contact Wei Deng for amendment if necessary.

5. Open Event

- a) **Planning**

- Not too much preparation is required by the group as Gary and team will co-ordinate most of the activities ahead of the event. Gary will need access to the VH an hour before the start of the event to set up and will also require a number of trestle tables to be set up around the room.

- Andy will purchase drinks / biscuits etc to offer as refreshments, and then request reimbursement.

- Members of the group who are attending the open event are asked to arrive by 11:45 ready for the event starting at 12. Name badges should be worn. Rebecca will purchase some name stickers. Ian will bring the large maps on the day.

- Theme Groups will be discussed on the day and volunteers recruited. These groups will start work early Autumn and will be facilitated by YourLocale. Gary will resend the paper on Theme Groups ahead of the event as a reminder.

- b) **Advertising**

- In addition to the leaflet drop, the event will be promoted on noticeboards and in community areas, Facebook groups and the PC website. (Covered in the next steps)

c) **Leaflets**

Draft v8 has been agreed as the final version. Rebecca will obtain a quote for printing 600 x A5 and 20 x A4 copies in colour from The Copyshop in Hinckley where the PC have an account. Bob can collect them when ready.

Leaflets will be delivered end of June / beginning of July. Kamal will coordinate the delivery to Coton (approx. 400 properties) and Rebecca will send him a summary of the postcodes / road names that fall into the parish. Ian will coordinate delivery to Newton (approx. 200 properties).

d) **Roles and Responsibilities**

2 x people on reception (recording names of attendees) – Anne and a representative from Coton.

2 x people on refreshments – Andy and Tillie

Others will be ‘floating’, covering some of the exercises that members of the public will be asked to complete.

It was suggested that Gary will greet people at the start of the event, explaining the purpose / aims etc; and Ian will be in position at the end of the event.

Meeting closed at 7:50pm

Date of future meeting (s)

OPEN EVENT – SATURDAY 14TH JULY FROM 12 NOON

Next committee meeting to be confirmed – ideally around 10 days after the open event to review the results.

Summary of Next Steps

Produce summary of additional changes to the draft questionnaire and forward to Andy and Anne	Rebecca	Fri 7 th June
Send a re-worded introduction for the questionnaire to Andy and Anne	Ian	Fri 7 th June
Send any further comments for inclusion in the questionnaire to Andy	All	Fri 7 th June
Amend the MS Word version of the questionnaire with the above changes and circulate Final Draft to the group.	Andy / Anne	Sun 9 th June
Make formatting adjustments to the Final Draft of the questionnaire (for printed version)	Gary	Fri 14 th June
Upload Final Draft of questionnaire into Survey Monkey, using YourLocale account	Gary & team	?
Review Final Draft Design Code and send any comments to Ian.	All	Fri 21 st June
Ask Wei Deng (AECOM) if the Draft Design Code can be kept open until after Open Event and questionnaire results.	Gary	ASAP
Review group feedback from first draft of Design Code and check that this was sent to Wei Deng for amendment. (Eg Brownsover / Ashlawn Cutting etc).	Ian	ASAP
Send Theme Groups paper to the group ahead of the Open Event.	Gary	28 th June
Arrange access for Gary to the Village Hall from 11am on 14 th July and provide trestle tables.	Ian / Bob	14 th July
Advertise the Open Event on social media – (now and follow-up reminders): <ul style="list-style-type: none"> PC website CPR Facebook page Newton Village Life Facebook page Advertise the Open Event on noticeboards / community areas <ul style="list-style-type: none"> Coton Newton 	Rebecca Kamal / Dean Ian Kamal / Dean Ian / Bob	14 th June / 28 th June / 8 th July End of June End of June

Obtain a quote for leaflets from The Copyshop in Hinckley, and place order if price agreed.	Rebecca	14 th June
Collect leaflets from Hinckley when ready.	Bob	w/c 17 th June
Send Coton postcodes / road names to Kamal.	Rebecca	Fri 7 th June
Coordinate leaflet drop in Coton (400 properties) Ask wider group for help if needed.	Kamal / Dean	End of June / beginning of July
Coordinate leaflet drop in Newton (200 properties)	Ian	End of June / beginning of July
Purchase drinks, biscuits etc to offer as refreshments	Andy	Before event
Purchase name stickers	Rebecca	Before event
Bring large maps to the event	Ian	14 th July
Liaise with Sarah to ascertain when the VH is available w/c 28 th July for the next meeting	Rebecca	Fri 7 th June
Send outlook calendar invites for the next meeting	Rebecca	Fri 14 th June