**Minutes of meeting held 16/2/15**

**Newton Poppleford and Harpford Neighbourhood Plan Meeting Minutes**

**Meeting Date 16th February** 2015, 8pm, Brookfields, Venn Otttery

**Present:** Emma Coppell, Matt Coppell, Lorna Dalton, Cllr Maureen Cook, Cllr Makala Tillotson, David Zirker, Cllr Val Ranger, Anita Kemp, Judith Cullip, Janet Farrow, Haylor Lass, Gill Cameron-Webb, Antony Cox

**Apologies:** Jenny Lavender, Jayne Willett, Cllr Hazel Jeffrey, Steve Filer

1. **Minutes of previous meeting of 22 January 2015**

Unanimously agreed and signed off as an accurate record. Upload to parish website.

**Action:** Antony to send approved minute to Shan Merritt for upload to website.

1. **Action Points from Previous Meeting of 22nd January 2015**

(3.2) Matt to email asking for a Volunteer to oversee all sub committees - No responses to date

(3.2) VR to follow up Devon Communities Together Neighbourhood Plan support Investigation -

VR had contacted Martin Parkes of Catalyst (Devon Communities Together). Catalyst can provide initial free support - help getting started eg writing the project plan, apply for further funds from central government (under 'Locality'). Help us decide how we want to spend that money, who to consult with, how to consult, discuss any issues with the current parish plan we have that might form the basis of our forward planning. They might need to charge for: a new survey, further engagement with difficult to reach groups eg with farmers.

**Action**; Matt, Emma, Val to meet with Martin Parks for initial advice. This meeting may help to clarify what each lead needs to do to reassure those involved they are working efficiently.

(3.4a) Matt will Email Gill Cameron-Webb and Haylor Lass to ask if they are prepared to lead on any of the subgroups (housing and environment) - Gill Cameron-Webb is prepared to lead on Environment, Sport & Leisure. She will be supported by Haylor Lass, who is unable to commit to a lead role due to other responsibilities.

(4.7a) Steering group to ask Stuart Vaughn, Head of Newton Poppleford Primary School, to enlist support from each year group. - Judith Cullip (Young People’s Champion) met the year one teacher who reported that the school has already written their 3 year plan and part of that is to be more involved with the community. She felt the school would love to be involved with the Neighbourhood Plan. It will also be well regarded by Ofsted. The school council consists of 1 boy and one girl from each year group under the guidance of the reception teacher. It is hoped that the children in turn will enlist support from their parents and friends.

**Action**: Judith will ask the school to send out a ‘parent mail’ asking for parents input into the Neighbourhood Plan

(4.7b) Judith to approach Guides and Brownies for their input – completed. Their leader is a teaching assistant at the school so this should tie in well with the above

(4.7c) Anita Kemp to contact Jo Bishop from BBC Radio Devon – no opportunity to do so yet.

(4.7d) David Zirker - Businesses Champion - to visit local companies for their input. - has approached one business so far (La Rosetta) and Saul the proprietor was interested and keen to add input.

(4.7e) Anthony Cox to set up a Facebook page - completed. The Facebook page is now set up and more 'Likes' are needed. There have been 18 ‘Likes’ so far in one and a half weeks. We need to build on this and publicise this on the parish council website.

**Action:** Antony to liaise with Shan Merritt to publicise Facebook page on council website.

(4.7f) Matt to set up Dropbox for online sharing of documents - completed. He has sent the link to each member of the Steering Committee, so they can upload and access documents. Access to other members can be given as needed.

(4.7g) Carol and Anthony, Communications officers to take charge of the distribution list and add in Harpford email addresses - VR has not yet got permission to share these but will do so before the next meeting

**Action:** Val to ask Harpford residents if they wish to add their email address to the Neighbourhood Plan circulation list

(6a) Matt and Emma will draw up draft Terms of Reference for agreement at the next meeting - completed. Terms of reference presented to the meeting for approval - see agenda item 3 below

**3** **Agreement of Steering Group Terms of Reference:**

Draft ToR were circulated. It was unanimously agreed to accept the terms. A discussion took place in which the following was noted:

The vacancy still remains for Housing Lead (looking at style of housing, visual look of houses, exactly what the housing needs are in the village, consult with Devon Communities Together for how other parishes have approached housing needs). Maureen Cook suggested Bryan Woodley might be approached to lead on housing. Merging this theme with another theme was considered but discounted for the time being as Housing is such an important part of the plan.

Action: David Zirker to contact Bryan Woodley

Aims of the Neighbourhood Plan were discussed – see Terms of Reference for definition. It was clarified that generating the Neighbourhood Plan is likely to be a two year process. Ultimately the plan will be voted on by the whole village and adopted by Parish Council; EDDC to take due cognisance of our wishes.

Concerns about engagement and frequency of surveying the village were noted. There might be a perception that views are sought but not acted upon.

**3.1 Resolved**: Steering group meetings will be held in public venues in future owing to the perception that outsiders are not welcome and to accommodate larger numbers if necessary. New members are welcome at any time.

4 **Public Consultation comments relating to the 5 themes**

Emma had collated comments from the open meetings held in August/September 2014 for each of the working groups. They had been circulated with the Agenda for this meeting as an appendix. They are also on Dropbox. These made excellent starting points for the groups.

It was noted that a further source of data is the survey from parish plan, which can be used to inform the issues to be addressed by each working group.

**4.1 Resolved**: It is essential that all comments are visually seen by those who gave input. These should be placed on the website. This will then give a basis for outcomes that can be linked back to the original comments.

**4.2 Resolved**: We are open to all suggestions and no ideas should be pre-determined. Short and longer terms goals will be set. Consequences of all ideas thoroughly investigated and outcomes explained based on all evidence.

**4.3 Resolved**: Leads are responsible for agreeing how to meet as Working Groups. The public can feed into the steering group at any time e.g. by email, and are welcome to attend Steering Group meetings to hear the latest developments of each Working Group.

**4.4 Resolved:** Working Groups are to consult both parish plan survey and Neighbourhood Plan public consultation data as data sources, and identify a list of those who still need to be consulted. Working Group meetings are likely to be in small groups and thus smaller venues. Steering Committee meetings will all be open to the public and venues need to be able to accommodate larger numbers.

1. **Action**: Each working group to pick out themes from the comments circulated to bring back to next meeting. Working groups to be expanded ideally to 4-6 people as agreed at the last meeting. Leaders to make a list of common themes/issues and identify stake holders (those with a particular interest) eg Ed Slattery for transport etc before the next meeting.
2. **Action**: Matt to contact Shelagh Tweed asking if she would like to join traffic and transport Working Group.
3. **Action**: Haylor to provide Matt with electronic versions of the parish plan survey raw data to put on Dropbox
4. **Action**: Antony to produce leaflets to advertise points of contact and ask people to keep feeding in comments.

**5 AOB**

**5.1 Publicity** Haylor will put contact details into the parish magazine.

1. **Action:** Antony will do a write up for the magazine to generate further interest.

**Deadline for Parish Magazine - Wednesday 18th February 2015**.

**5.2 History group** - coffee morning on Saturday 21 February - we can have a table with information about Neighbourhood Plan. A good turnout is expected

1. **Actions**:
* Gill and Lorna can take posters down to this event and collect further comments for each of the sub committees,
* Antony will create the content for the handouts,
* Matt will print them on Friday.
* Lorna to collect these on Friday ready for Saturday

**5.3 Buses**: there is a consultation about buses as some routes in the area are being cut, this may form part of the transport sub-committee. Should the Neighbourhood Plan Steering Group issue a position statement indicating a desire to incorporate discussions with the County Council in its investigations? Consultation closes 20th April 2015. For details see:

**www.toughchoices.co.uk**

**6 Date of next meeting**: Tuesday 24th March 2015 - Skittle Alley at the Cannon – 8.00 pm.

**Current Membership**

* Chairperson: Emma Coppell
* Vice-Chair 1: David Zirker
* Vice-Chair 2: Matt Coppell
* Secretary: Val Ranger (PC representative)
* Communications Officer: Carol Rowe supported by Anthony Cox
* Housing Lead: Vacant supported by Matt Coppell, Lorna Dalton, Gill Cameron-Webb
* Housing PC Representative: Val Ranger
* Traffic & Transport Lead: Matt Coppell, Antony Cox, Anita Kemp,
* Traffic & Transport PC Representative: Hazel Jeffery
* Employment & Services)Lead: David Zirker

(Example Of Services - broadband, mobile signals, water mains bursting frequently etc)

* Employment & Services PC Representative: Mo Cook
* Health & Wellbeing Lead: Anita Kemp supported by Lorna Dalton and Janet Farrow, David Zirker
* Health & Wellbeing PC Representative: Mo Cook
* Environment, Leisure & Sport Lead: Gill Cameron-Webb supported by Haylor Lass, Antony Cox, Janet Farrow
* Environment, Leisure & Sport PC Representative: Makala Tillotson
* Business Champion: David Zirker
* Young People’s Champion: Judith Cullip

**Appendix 2: Summary of meeting with Devon Communities Together**

*Purpose: to seek advice on remit of a Neighbourhood Plan, initial steps to take and potential sources of funding.*

Progress so far:

* Val, Emma & Matt met with Martin Parkes (Devon Communities Together) on 26th February
* Martin was complimentary about the work done by the Steering Group so far, which was largely aligned with the procedure he would usually advise a community to follow.
* He was pleased to note that the group had agreed Terms of Reference, set up a Facebook page (‘likes’ can count as evidence to inform the Plan) and had recruited Champions for business and young people to seek views from a range of key stakeholders.
* An active Steering Group of 9 people is sufficient. Additional support can be sought from residents with particular skills for one-off tasks, e.g. to prepare or analyse surveys etc.

Remit and Funding:

* Martin outlined the difference between the Neighbourhood Plan and Parish Plan, as follows:
	+ Neighbourhood Plan: is a legal document and sits with the (emerging) Local Plan – it carries equivalent weight to the Local Plan but cannot contradict it. It can only relate to land use/ planning issues e.g. housing, roads, protection of trees, vistas. Key test: “would this require planning permission?”
	+ Parish Plan: is an aspirational ‘vision statement’ for the next 10 years or so, that may encompass any aspect of local life. It has no legal weight. Planning applications can refer to this but is has no legal standing.
* More information is available at <http://mycommunityrights.org.uk/wp-content/uploads/2012/04/Neighbourhood-Planning-Quick-Guide.pdf>
* A further £8000 funding is available via ‘Locality’, but any funding sought must be justified in terms of costs for specific activities towards the creation of the Neighbourhood Plan. Applying for these funds is via a simple on-line application form.
* Funds can be applied for in stages up to the £8,000 available.
* Other funding options are Awards for All funding, local councillors have a pot of money etc. Or refer a club themselves to apply for Awards for All.
* The parish clerk should look after any funds secured towards the Plan.

Topics and stakeholders:

* Roads - speed alone is not a planning issue, but alterations to layout and designation could be. Consider options such as road widening and pavements. Engage with mobility scooter users as stakeholders to find out their needs - use is increasing over time. Speak to DCC as stakeholders, find out how to access Pinch Point government funding.
* One possibility for the Plan is to designate land to create (or improve existing) public open space – how will we fund it? Talk to land owners - would they sell it for community benefit? Write to all community groups who have a bearing on land issues, cricket club, tennis club, bowls, etc.
* Upgrade of footpaths and/or creation of cycle paths. Engage with Sustrans re Feniton-Sidmouth cycle path plan. Councils will not do a compulsory purchase for a cycle path. Consider cycleparks rather than a car park.
* Farmers are stakeholders e.g. Farmer Snell, David White, CDE and their tenant farmers (eg Chris Smith @ Northmostown), Farmers will know the names of other local farmers, EDDC will know some owners, land registry will know some, we need two documents from Land registry per piece of land at about £10 each.
* More houses mean more members for clubs, societies etc. Housing is considered a need for a sustainable community.
* Engage with SHLAA process to identify possible sites for development, open space etc.

Supporting Evidence:

* Evidence must be gathered as we go along for every policy addressed.
* The Housing needs survey for the parish is still in date and may inform Neighbourhood Planning - Devon Communities Together can provide a copy.
* The Parish questionnaire should be considered somewhat out of date. However, it was reassuring that many of the same points were raised in the Neighbourhood Plan community consultation as in the Parish Plan questionnaire, so the main issues had not fundamentally changed and the Parish questionnaire (greater number of responses) remains reliable to some extent.
* Other evidence that can be used to inform the Plan include the recent traffic survey (try to obtain the raw data), air quality surveys (parishes together or can be paid for from the Neighbourhood Plan funding) etc.

Community Consultation:

* We should produce a communication and engagement strategy - say what we are going to do: Facebook page, community events, email address, postal address (e.g. via parish clerk)
* Public surveys are good at various checkpoints in the process. On-line surveys (in combination with hard-copy) can elicit a particularly good response - could spend some money on upgrading the existing Survey Monkey account to access further useful features.
* We should keep a record of all events and public engagement/consultation undertaken to obtain evidence eg visiting elderly people in their homes, having a table at existing events (Lunch club, tea and toast), etc. A statement of consultation will need to be submitted with the Plan - include key learning points and reports from meetings.
* Community open day or stalls at village fete. Consider a holistic approach - open day in village hall with local businesses/clubs/community groups involved too. Build goodwill, local businesses get something out of it.

Building the Plan - next steps:

* The Steering Group should engage throughout with Tim Spurway of EDDC, whose role is to assist communities with Neighbourhood Planning. He can advise on the remit of the Neighbourhood Plan and the content of the emerging Local Plan. We should consider inviting him to a future Steering Group meeting.
* We should set up a project plan timeline (Gantt chart), including past events. This will likely evolve alongside the project, as not all issues/actions will be immediately evident. Tim Spurway has put up a draft one on the EDDC website.
* We should produce a vision statement (what are the 3 main focus areas in the village eg ecology, housing, business, thriving commuter village, it’s a beautiful place to live etc). State our Aims - what are we trying to achieve?

Plan submission and adoption:

* Draft Plan produced and goes for formal consultation (6 weeks - open to all parishioners, AONB, English Heritage, Natural England etc). Make alternations as needed.
* Submitted to independent examiner (main brief is to make sure it conforms to other planning policies, it is sufficiently evidenced and policies are suitably written). The Independent person comes from outside of the community, has planning qualifications. Only one or two live in Devon. Make alternations as needed.
* Send plan to referendum. **N.B.** Everything rests on the referendum at the end of the process. Scale of the referendum is usually just the parish but can be wider.
* Following a Yes vote, the Plan goes back to EDDC to formalise and adopt. If there is a No vote, Plan needs to be amended and the process begins again.

Further help and support:

* Martin’s Charges - £2500 for Aylesbeare. Comprised attending early stage meetings, developed a project plan and community engagement strategy. He can write to community groups, contact landowners and farmers, write a couple of sides of feedback from that.
* Martin is prepared to give us further free occasional advice and is at the end of the phone/email for queries.
* We need to be familiar with current planning policies. Consider using some of the funding to pay a Planning Consultant to write these statements as the plan comes together.
* We should read draft Neighbourhood Plans from other areas (e.g. Lympstone, Dunkerswell).
* Further research will identify reasons why plans get criticised by the independent person - case studies of both success and failure to get a feel for what is required.