**Newton Poppleford and Harpford Neighbourhood Plan**

Meeting Agenda – 18th June, 2015, 8pm Cannon Inn, Newton Poppleford

1. Welcome and Apologies
2. Minutes and Action Points of last meeting: **Appendix 1 - Minutes of meeting held on 14th May 2015**

Action Points:

* 1. **Judith** will ask the school to send out a ‘parent mail’ asking for parents input into the Neighbourhood Plan
  2. **Val** to ask Harpford residents if they wish to add their email address to the Neighbourhood Plan circulation list
  3. **Matt** to contact Shelagh Tweed asking if she would like to join traffic and transport Working Group
  4. **Unassigned:** produce leaflets to advertise points of contact and ask people to keep feeding in comments
  5. **Val** to send letter of thanks to Antony Cox and Carol Rowe
  6. **Val** to contact Maureen Cook to invite her to take a more active role
  7. **Haylor** to ask for expressions of interest for Community Day/Event via Parish Magazine
  8. **David** to approach small businesses and clubs to ask if they wish to be involved in Community Day/Event
  9. **Val to** ask Chris Burhop if the Tennis Vs Cricket club challenge will take place this year and when
  10. **Emma** to write article for Parish magazine
  11. **Judy** to newsletter school gauging their interest
  12. **Anita** to obtain price for marquee
  13. **Emma** to create draft project plan
  14. **Emma** to produce public communication and public engagement strategy
  15. **Emma** to investigate timeline and community consultation statement examples
  16. **Matt** to produce leaflet to advertise community day
  17. **Haylor** to update contact details via parish magazine
  18. **Judy** to contact senior schools to ask if students want to become engaged
  19. **Matt** to invite Tim Spurway from EDDC

1. Consideration of draft of amended Terms of Reference: **Appendix 2 – Draft Steering Group Terms of Reference**
2. Update on proposed Community Day and assignment of tasks
3. Discussion of 'Housing' theme: consideration of community consultation comments, identification of key stakeholders, assignment of tasks.
4. Any Other Business

Date of next meeting: to be determined

**Appendix 1: Minutes of meeting held 14/5/15**

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

**Meeting Date 14 May** 2015, 8pm, Skittle Alley, The Cannon, NP

**Present:** Emma Coppell, Cllr Matt Coppell, Lorna Dalton, Anita Kemp, Haylor Lass, Cllr Val Ranger; Cllr Hazel Jeffrey

**Apologies:** Gill Cameron-Webb, Judy Cullip

1. **Minutes of previous meeting of 16 February 2015**

These were signed off as an accurate record. Action: Upload to parish website via Shan.

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

**Action**; Matt, Emma, Val to meet with Martin Parkes for initial advice.

**Outcome**: Done. See item 4

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

**Outcome**: Not sure if this has happened yet, carry action over

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

**Outcome**: Not done, carry action over

**Action**: David Zirker to contact Bryan Woodley to ask if he will lead on Housing.

**Outcome**: Done. BW does not wish to be involved.

**(4.3a) 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 list of common themes/issues and identify stake holders (those with a particular interest) eg Ed slattery for transport etc before the next meeting.

**Outcome**: Only the health/wellbeing and traffic/transport groups had met. See item 2 (“Group Structure”).

**(4.3b) Action**: Matt to contact Shelagh Tweed asking if she would like to join traffic and transport sub committee.

**Outcome**: Carry action over asking her if she would like to join the group

**(4.3c) Action**: Haylor to provide Matt with electronic versions of the parish plan to put on dropbox. **Outcome**: Done.

**(4.3d) Action**: Antony to produce leaflets to advertise points of contact and ask people to keep feeding in comments.

**Outcome**: Not done.

**5.1 (a) Publicity** for parish Magazine Haylor./ Antony will write content of article and put contact details into the parish magazine.

**Outcome**: Done for April

**5.2 History group** – Actions Gill, Lorna, Matt, Antony coffee morning on Saturday 21 February - table to promote Neighbourhood plan.

**Outcome**: Done and comments uploaded to dropbox.

Discussed how valuable this was and **Resolved**: look for other groups and events to visit.

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| **1 Resignations, Change of approach to working parties**  Antony Cox has stood down from his post as Communications Officer as has Carol Rowe.  **Resolved**: A letter of thanks should be sent to thank them for their help so far.  **Action**: **Val** to send a letter of thanks to the above  **Action: Val -** Contact Maureen Cook to invite her to take a more active role in the Neighbourhood Plan  **Discussed**: It was acknowledged that there had been some loss of momentum owing to the time lapse since the last meeting and the election. It was also agreed that it was difficult to get residents to step forward when they were not sure what they were expected to do. The group discussed HOW to get more engagement from our communities. It was acknowledged that the visit to the history group in NP Village Hall to had been successful in eliciting a response over the range of the 5 elements of the plan.  Other groups/opportunities for public consultation might include:   1. School Fete – PTA at end of June 2. Events at village hall – ask David Zirker and David Jeffrey for a schedule of events and ask if we can attend meetings 3. Lunch club 4. Women’s Institute - could Makala do this? 5. Guides 6. Identify individuals from particular roads who might work as spokesperson for a group. 7. Parish Plan – could form the basis of questions, 8. How to phrase questions – here is an option, what do you think of this? , ‘sense checking’, ensure respondents understand the questions 9. Bite size polls, yes or no, this or that?   It was acknowledged that questionnaires need to be delivered and collected. |
| **2 Revise terms of reference and group structure**  **Discussed** - commenting on planning decisions – new buildings, change of use, building on the flood plain plus anything that the PC feels would be of interest.  **Resolved:** A vote was taken and the above was passed unanimously and Adopted  **Resolved**: We will call emergency meeting to vote on contentious decisions and will go with ‘majority’ when voting.  **Group Structure**  **Resolved**: That the whole group should address the 5 elements of the Neighbourhood Plan in turn in order to move matters forward and for all members to be involved in each element rather than splitting into smaller working parties. The group will meet approximately monthly. |

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| **3** | **Community Day/Event**  **Discussed:** This could run under the umbrella of the parish council.  Cllr Jeffrey confirmed the Parish Council has £500 in account towards food and drink for such an event.  The Neighbourhood Plan account is still nearly £2,000 in credit.  Date for fete – September would now probably be the earliest we could manage  **Actions**:   1. Ask for expressions of interest in parish magazine – Haylor’s article 2. Approach - small businesses, brownies, guides, cubs and scouts – David Zirker? 3. Tennis club versus cricket club challenge – find out if they are running it again this year. VR - Ask Chris Burhop 4. David Zirker as business champion can gauge interest from businesses. 5. Emma to write article for Parish Magazine. 6. Judy - newsletter into school gauging their interest 7. Anitawill get a price for putting up the marquee.   All members to consider other Ideas for fete to bring to the next meeting. |
| **4** | **Martin Parkes from Devon Communities Together** – review of meeting. See Notes from Meeting – Appendix 1  **Actions for Chairman**:   1. Create overall project plan – strands,– next meeting identify time line and order. 2. Produce Public communication and public engagement strategy 3. Timeline - Has the timeline been started and populated?Look online for examples. 4. Community Consultation statement   **Actions for group:**   1. Email ideas and formulate these **into** a strategy at the next meeting. 2. Prioritise spending 3. Outcome of a recent traffic survey done by the police with former Cllr Slattery showed there are 13,000 traffic movements on A3052 NP throughout the day – an Air quality survey needs to be done at some point. |
| **5** | **Further publicity and residents updates were discussed:**  **Actions**:  Matt will take up production of the leaflets for notice boards to include the make up of groups and points of contact.  Haylor will update the contacts via an article in the parish magazine.  Judy to contact senior schools to ask if students could become engaged in a project with us -  Could senior schools help out with the Facebook side? |
| **6** | **Any Other Business**   * Facebook cross-posting – we need to find key interests and monitor what people pick up on. * Traffic and transport survey results– refer to dropbox * School hall – will it or wont it be available for the public? * 25% CIL Money coming into the area in future   Action  Invite Tim Spurway – EDDC Nominated neighbourhood plan champion to the next meeting |

**6 Date/time/place of next meeting**: Mid June tbc

**Current Steering Group Membership**

* Chairperson: Emma Coppell
* Parish Council representatives:

Cllr Hazel Jeffrey

Cllr Val Ranger (Secretary)

Cllr Matt Coppell (Vice Chair)

Cllr David Zirker (Vice Chair, Business Champion)

Cllr Anita Kemp

Cllr Makala Tillotson

* Community members:

Lorna Dalton

Gill Cameron-Webb

Judy Cullip (Young People’s Champion)

Maureen Cook

Haylor Lass

Janet Farrow

**Appendix 2: Draft Steering Group Terms of Reference**

**Newton Poppleford and Harpford Neighbourhood Plan Steering Group: Terms of Reference**

**1. Purpose**

1.1 The main purpose of the Newton Poppleford and Harpford Neighbourhood Plan Steering Group will be to oversee the preparation of a Neighbourhood Plan for the area that is acceptable to the community, as evidenced by a positive outcome at referendum.

1.2 The mission statement of the Steering Group is to “preserve and enhance the built, natural and historic environment of the local area and the distinctive character of Newton Poppleford & Harpford whilst allowing for sustainable economic and social growth and development”.

1.3 The Steering Group will be community led, but will benefit from input from members of Newton Poppleford and Harpford Parish Council, in acknowledgement of the role of the council as sponsors of the plan.

**2. Aims**

2.1 To facilitate discussion between relevant and interested groups to promote active community engagement in the creation of the Neighbourhood Plan.

2.2 To identify common themes of local concern and prioritise these issues for discussion and goal-setting.

2.3 To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan.

2.4 To ensure that community input and approval is sought at each stage of the plan’s creation to verify that the plan is developing in accordance with the community’s wishes.

**3. Membership**

Chairperson: Emma Coppell

Parish Council representatives: Cllr Hazel Jeffrey

Cllr Val Ranger (Secretary)

Cllr Matt Coppell (Vice Chair)

Cllr David Zirker (Vice Chair, Business Champion)

Cllr Anita Kemp

Cllr Makala Tillotson

Community members: Lorna Dalton

Gill Cameron-Webb

Judy Cullip (Young People’s Champion)

Maureen Cook

Haylor Lass

Janet Farrow

Plus any further key roles identified and appointed by the Steering Group during the course of the development of the Neighbourhood Plan.

**4. Scope**

4.1 The geographical area to be covered by the Neighbourhood Plan coincides with the parish boundary, i.e. it includes Southerton, Venn Ottery and Northmostown in addition to the villages of Newton Poppleford and Harpford.

4.2 The Steering Group will consider the views of the local population and propose strategies to achieve the stated aims of the public, but may not incorporate policies that contravene other local or national policies, e.g. the emerging East Devon Local Plan or the National Planning Policy Framework.

**5. Roles and Responsibilities**

5.1 To be responsible for the strategic management of the Neighbourhood Plan, whilst remaining accessible to the public.

5.2 To commission specific areas of evidence and analysis as required.

5.3 To agree a position on specific issues of local concern to lead to an agreed policy approach.

5.4 To ensure full transparency about the plan-making process through regular verbal and written updates to the community.

5.4.1 Report on progress at each Parish Council meeting.

5.4.2 Ensure all reports and meeting agendas and minutes are published on the Parish Council website.

5.4.3 Ensure that all meetings are open to the public.

5.4.4 Engage with all relevant stakeholders for each domain of the plan, including approaching key organisations and individuals where appropriate.

5.5 To ensure that community and stakeholder opinion is sought at all stages of the plan development, acting as ‘checkpoints’ to ensure public acceptance of the group’s progress.

5.6 To make themselves available to discuss the Neighbourhood Plan with any interested parties and stakeholders, via email ([nph-nplan@outlook.com](mailto:nph-nplan@outlook.com)), social media, public presentation or informal discussion.

5.7 To promote the aims and intentions of the Neighbourhood Plan through publicising meetings, organising and attending events and drafting press releases when appropriate.

5.8 To make representations on planning applications within the Plan area, if the application meets one or more of the following criteria:

5.8.1 New building(s) are proposed

5.8.2 A change of use for an existing building is proposed

5.8.3 The application site is within the flood plain

5.8.4 The Parish Council determines that an application is of interest to the Neighbourhood plan process

5.9 To compile and sign off the final draft plan prior to the local referendum.

**6. Relationships to Other Groups**

6.1 The Business Champion will specifically approach local businesses (both mobile and fixed premises) in order to gauge their views on specific topics across all themes.

6.2 The Young Person’s Champion will specifically approach groups (school, Brownies, Scouts etc) in order to gauge the views of young people on specific topics across all themes.

6.3 Advice will be sought from specialist advisors (e.g. EDDC, Devon Communities Together, representatives of other nearby neighbourhood plan groups) where appropriate.

**7. Meetings**

7.1 The Steering Group will meet approximately every month to consider key themes and agree next steps.

7.2 Meetings shall be deemed quorate with a minimum of four people, including the Chair (or nominated representative), one parish council representative, and secretary (or nominated representative).

7.3 Each Steering Group member will have one vote in decision-making, with a simple majority required to carry a decision.

7.4 On occasion, speakers representing key stakeholders (e.g. landowners, businesses) or bodies (e.g. AONB partnership, RSPB) may be invited to address the Steering Group.

7.5 All meetings will be open to the public, who will be permitted to express their views through the Chair at any point during the meeting.

7.6 All meeting agendas and minutes will be made publicly available on the Parish Council website.

7.7 An Extraordinary Meeting of the Steering Group may be called by any group member in order to discuss and vote upon urgent matters of policy or courses of action.