**Newton Poppleford and Harpford Neighbourhood Plan**

Meeting Agenda – 2nd July, 2015, 8pm Pavilion, Newton Poppleford

1. Welcome and Apologies
2. Minutes and Action Points of last meeting: **Appendix 1 - Minutes of meeting held on 18th June 2015**

Action Points:

1. Judy to chase school for a response re. their involvement
2. Matt to contact Shelagh Tweed re. traffic and transport
3. Matt to create leaflet to inform community of NP contact details
4. Val to send an email to Carole and Antony
5. David (and all SG members) to speak to businesses about involvement in Community Day - to be discussed under agenda item3
6. Haylor to put a Stop Press in the Parish Magazine - **Completed**
7. Emma to update the Project Plan
8. Emma to draft a public engagement and consultation strategy
9. Matt to create a leaflet advertising the Community Day
10. Judy to contact colleges to determine their interest in getting students involved in the NPlan
11. Community Day Working Group to meet - to be discussed under agenda item3
12. Matt to arrange Dropbox access for all SG members
13. Gill to send collated comments to Shan - **Completed**
14. Gill to pick out key issues from Housing comments
15. Tim to send Emma EDDC information on Neighbourhood planning - **Completed**
16. Chris to propose Youth Club and gauge community interest - **Completed**
17. Update on Community Day plans
18. Availability of Pavilion (David)
19. Update on interested parties (all)
20. Discussion of Housing theme
21. Summary of key issues from community consultation (Gill)
22. Discussion and wording of proposed questionnaire items (all)
23. Initiation of Environment, Sport & Leisure theme
24. AOB and determination of date of next meeting

**Appendix 1: Minutes of meeting held 18/6/15**

**Neighbourhood Plan Meeting**

**Thursday 18th June 2015 @ 8.00 PM The Cannon Inn, NP**

**Present**: Lorna Dalton; Gill Cameron Webb; Emma Coppell (Chairman), Matt Coppell (Vice-chairman); Judy Cullip; Anita Kemp; Makala Tillotson; Janet Farrow; Tim Spurway (EDDC Neighbourhood Plan Officer); Marilyn Ashmead-Craig, Chris Ashmead-Craig, David Zirker; Haylor Lass. Chris Burhop, Val Ranger (Secretary)

**1 Introductions were made**

Tim Spurway of EDDC introduced himself and said he was there by invitation to observe events and offer advice when requested.

**2 Actions Brought forward:**

1. **Judy** has contacted NP school re their involvement and will chase for a further response.
2. **Val** will forward NPlan emails to Harpford residents rather than adding them to the email list
3. **Matt** - Sheila Tweed – not yet contacted, roll onto next agenda
4. Leaflets for point of contact – to be created by Matt and to go out with Val’s thank you leaflet. NPlan leaflet to include the Community Evening event?
5. **Val** will send email to thank Carole Rowe and Antony Cox for their support
6. **Mo Cook** cannot attend meetings at the moment due to personal circumstances but would like to be involved in the future
7. There has been a positive response to the article in the Parish Magazine re the Community event
8. **David Zirker** will continue to speak to businesses re involvement in the Community Day
9. Tennis/Cricket club challenge match Day has been arranged for **Thursday 30th July 6.00 pm**– deadline for parish magazine was 17th June.
10. **Haylor** will put a Stop Press notice in the Magazine as the deadline for an article has passed
11. See A above
12. Marquee –**Anita** reported a marquee would cost £700 for the 40’ x 60’ marquee, and take one day to erect, half a day to take down. It was agreed to assess interest in next few weeks; consider how much notice is needed to book the marquee, consider if the weather is bad would the event still go ahead etc.
13. **Emma** - Draft Project Plan - a Gantt chart has been started and Emma handed copies out. The Gantt chart will be further developed and updated before the next meeting.
14. **Emma** - Public Communication and Public Engagement Strategy –not yet completed
15. Timeline for NPlan – **Tim Spurway** confirmed there are examples on the EDDC site and he will send a link to Emma
16. **Matt** to produce a leaflet to advertise the Community Day - ongoing
17. NPlan details already advertised in the Parish Magazine and can be updated monthly
18. **Judy** will contact senior schools eg Sidmouth college to gauge their interest in NPlanning

**3 Community Event**

**Resolved**: the Community Event Day should join up in the afternoon of 30th July with the Tennis/cricket Club event taking place later that evening. PC Funds are available though much might be self financed. 4.00 pm start date.

1. Working group David Lorna Judy Emma. Helpers Anita, Makala, Janet, Gill

Actions for Community Day Working Group

1. Food:

* Ask Janice Voce if she would be prepared to do food for the event
* La Rosettas – could they do a Pizza oven? Ask all food outlets in NP if they wish to be included in the event. (Farm butchers, Janice, Jollies, Southern Cross, Chinese)
* Ask Karen from the Cannon pub to run the bar. Check Licensing requirements with EDDC (eg apply online). DZ said the Pavillion can give away alcohol but not sell it. They have 100 glasses.
* **Makala** - WI could be asked to make cakes?
* It was noted that a free barbecue had been popular at a previous event for the Jubilee and encouraged attendance??

1. Other attractions

* Fete type events – bouncy castle, Ben’s wife has the tiny tots
* Services Points - kids area, holiday homes, businesses, vintage tea, food if interested.
* Points of contact/ updates etc to be published in next parish magazine

**[Post-meeting note by the Chair: the event on 30th July coincides with the Art Society exhibition. It was felt that there is not sufficient space to run a Community Event alongside this and the tennis/ cricket challenge. A Neighbourhood Plan information/consultation stall will be run on 30th July with a Community Day organised for later in the year, probably mid-September]**

**4 Neighbourhood Plan Administration and evidence**

1. **Matt** - Access to drop box needed by – Makala, David, Haylor, Val, Marilyn and Chris?
2. **Terms of Reference**: Members of the steering committee - there will be no further reference to the five working groups but we will continue to refer to the 5 themes. The amended Terms of Reference were approved by the Steering Group.
3. Comments to date should now be on the Parish website: Gill Cameron-Webb confirmed that comments received at the Tennis Club open day have been added to the consultation document and will send the collated comments to Shan for upload onto the PC website..
4. Gill Cameron-Webb will take ownership of comments sheets that are sent to the Neighbourhood Plan address **.**

**Resolved**: to place notices for publicity on Gill and Matts’ fence as they are highly visible points

**5 Theme 1 - Housing**

Terms of Reference – **Resolved**: that the steering group will comment on planning applications that involve new builds, change of use, building on the flood plain.

* + Proposed : Emma Coppell
  + Seconded : Val Ranger

**Rationale** - so that comments given to date are passed on and people do not feel that they have given their views but that they have been ignored.

**New Local Plan** – Newton Poppleford is a designated Sustainable Village in the emerging Local Plan and will keep its BUAB for the time being and its areas of designated open countryside. EDDC is currently considering the criteria for setting new BUABs in villages that wish to expand their BUAB.

1. **Tim Spurway confirmed**

* Draft Neighbourhood Plans in planning applications – councils used to give quite a bit of weight to these in planning - they are considered but do not necessarily inform the decision.
* We can put in the facts without influencing or applying pressure.
* We must not say we are speaking on behalf of the community without draft policies and evidence in place.
* That when new BUABs are drawn up there is no pressure on villages to expand beyond the existing boundary.
* Infill developments within BUAB are likely to be approved with or without a Neighbourhood Plan.
* CIL – when CIL comes in each development will still generate money no matter how small the development is.
* Villages with adopted Neighbourhood Plan - the parish council gets 25% of the CIL money.
* The SHLAA process – starts with a call for sites and last took place in 2012. Tim is putting together guidelines for SHLAA which he can send to us, we may wish to do a new one for our NPlan
* Tim can send us maps of flood plains, conservation areas etc that will help to form opinion.
* Housing Needs Surveys –Devon Communities Together can advise. Include downsizing in this.
* NPlans should not be about making house building restrictive.
* Community Land Trust - there is funding available and other villages eg Beer have bought land and built houses for local people - Talk to DCT

1. **Council Housing/Sheltered Housing currently in Newton Poppleford**

Val confirmed she had met with Housing Officer Andrew Mitchell and there are currently 32 in NP on the housing list, 9 are Band B (High Priority) but residents could move to anywhere in Devon. There are 200 people in Band B Devon wide.

|  |  |  |  |
| --- | --- | --- | --- |
| **Road** | **No** | **Type** | **Bedrooms** |
| Burrow Close | 6 | Bungalows | 2 |
|  | 4 | Houses | 3 |
|  | 1 | Houses | ? |
| Hillside | 6 | Houses | 3 |
| Millmoor Vale | 4 | Bungalows | 1 |
|  | 11 | Bungalows | 2 |
| School Lane | 13 | Houses | 3 |
|  | 1 | House | 4 |
| Turner Close | ?? tbc | CCUs Cornish Clad Units | 3 |

**5.1 Next Steps on Housing Theme**

1. **Gill** - Using current comments sheets - draw out themes, report back to public to see if we have interpreted correctly before the next meeting
2. Tim can also advise and support a questionnaire - EDDC has a guide to asking questions for the consultations.
3. Question to Tim: Can the Neighbourhood Plan have a policy stating where CIL money can be spent? Tim did not know the answer to this question but will find out

**6 AOB – Youth Club**

Chris has put an advert into the parish magazine to see if there is a need for a Youth Club. He has two adults willing to help. There are 150 – 180 senior school children in this parish.

**7 Date of Next meeting** . Thursday 2nd July 2015 Pavilion NP 8.00 pm (apologies Haylor)