**Newton Poppleford and Harpford Neighbourhood Plan**

Meeting Agenda – 4th August, 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 2nd July 2015**

Action Points:

1. Judy to chase school for a response re. their involvement and contact senior schools/colleges
2. Matt to create leaflet to inform community of NP contact details
3. David (and all SG members) to speak to businesses about involvement in Community Day - to be discussed under agenda item 4
4. Emma to update the Project Plan
5. Emma to draft a public engagement and consultation strategy
6. Matt to create a leaflet advertising the Community Day
7. Community Day Working Group to meet - to be discussed under agenda item 4
8. Matt to arrange Dropbox access for all SG members and non-editing rights for other interested parties
9. Gill to pick out key issues from Housing comments - to be discussed under agenda item 5
10. Val to request regular space in Parish Magazine and advertise for a communications officer
11. All to suggest questionnaire items for Housing theme - to be discussed under agenda item 5
12. Val to query small towns and villages assessment 2014 with EDDC
13. Val to ask EDDC how to complete a parish tree survey - to be discussed under agenda item 6
14. Matt to set up summary document on Dropbox outlining who has been contacted about the Community Day and how they wish to be involved and all to complete as businesses/groups are contacted - to be discussed under agenda item 4.
15. Val to ask dog trainer about agility display at Community Day - to be discussed under agenda item 4
16. Makala to ask East Devon Pride about a hog roast for the Community Day - to be discussed under agenda item 4
17. Matt to bring information about registering community assets to next meeting
18. Report on Community Engagement Activity
    1. Cricket/tennis challenge, 30th July 2015
19. Report from Community Day working group
20. Date of Community Day
21. Proposed activities
22. Update on interested parties (all) including dog agility, hog roast etc. Summary document to be updated if necessary.
23. Outcomes of Housing theme (for approval and sign-off by Steering Group)
24. Key issues from community consultation
25. Proposed questionnaire items
26. Discussion of Environment, Sport & Leisure theme
27. AOB and determination of date of next meeting

**Appendix 1: Minutes of meeting held 02/07/15**

**Minutes of the meeting of the Neighbourhood Plan Steering Group**

**Thursday 2nd July 2015 @ 8.00 Pavilion/ The Cannon Inn.**

**Present**: Emma Coppell, Matt Coppell, Anita Kemp, David Zirker, Val Ranger, Lorna Dalton

**Apologies**: Gill Cameron-Webb, Marilyn and Chris Ashmead-Craig, Chris Burhop, Haylor Lass

**1 Minutes of the meeting 18th June 2015**

These were agreed as a true and accurate record.

**2 Actions Brought Forward**

1. Judy has been in contact with local schools and will follow this up for a response. Also to contact Senior schools for involvement. – Roll on
2. Sheila Tweed is keen to help re traffic and transport - **completed**
3. Matt’s information leaflet is being prepared to go out with Val’s newsletter from 13th July 2015
4. Thank you letters to Carol Rowe and Tony Cox - **completed**
5. David Zirker and local businesses – see Item 6
6. Haylor to put a Stop Press in the parish magazine – **Completed**
7. Emma to update Project Plan – roll on
8. Emma to draft a public engagement and consultation strategy – roll on
9. Matt to create a leaflet advertising the Community Day – deferred until date of Community Day is confirmed
10. Community Day Working Group – see agenda Item 6
11. Matt to arrange Dropbox access for all SG members

**Resolved**: Matt to look at non-editing rights for other interested parties

1. Gill to send collated comments from consultations to Shan – **completed**
2. Gill to pick out key issues from Housing comments – in hand
3. Tim Spurway to send Emma EDDC information on Neighbourhood Planning including templates and project plan outlines – **completed**
4. Chris to propose Youth Club and gauge community interest - **completed**

**3 Publicity**

1. **Resolved**: we will ask the PCC/Haylor Lass if we can have a monthly page for the Neighbourhood Plan
2. Action: Val - email Haylor asking him if we can have a page in the Parish Magazine and advertise for a communications officer. ‘We are looking for a communications officer, could this be you”?
3. We have a generic Neighbourhood Plan page linked to our address book.

**4 Neighbourhood Plan - Housing**

1. The Housing theme subgroup is meeting at Gill’s house Tuesday 7th July at 8.00 pm to draw out themes for housing from public comments.
2. Housing summary document is on Dropbox.
3. Housing questionnaire can start to be created.

All members to offer suggestions for questions to go into housing questionnaire via Dropbox

1. The small towns and villages assessment 2014 was referred to Page 28– VR to query these figures with EDDC. See extract below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Settlement** | **Projected Housing Delivery 2014 onwards based on commitments** | **Potential windfalls to 31st March 2031 based on Percentage of overall windfall completions 2011-2014 for each settlement** | **Existing A to H tax banded properties within the existing BUAB** | **Percentage settlement increase based on projected housing delivery 2014 onwards (Column 2)** | **Percentage settlement increase based on projected housing delivery 2014 onwards (Column 2) and Windfalls (Column 3)** |
| Newton Poppleford | 53 (of which 34 affordable) + 13/1490/MOUT appeal in progress for 46 dwellings (of which 18 affordable) but not determined as yet. | 5 | 794 | 6.68  12.47 (Includes 13/1490/MOUT if permitted)  NB - 13/1490/MOUT is Badger Close | 7.30 |

1. There are currently 22 people in band B on the housing list but Andrew Mitchell at EDDC has said this is changing all the time.
2. Questionnaire Timeline

* Community Day in September - full draft questionnaire
* review input from community day
* End of October- final questionnaire.
* By Christmas - collection of questionnaires
* January-February - evaluation of responses

**5 Initiation of Environment, Sport and Leisure**

A parish Tree survey also needs doing. **Action**: Val to ask EDDC how to do this.

**6 Community Day**

1. Date: Sunday 27th September 2015, time 11.00 am – til 11.00 pm - timetable to be agreed.
2. Interest shown to date:

* La Rosetta
* The Cannon will help with licensing and running a bar
* Sarah Gibbs – beautician
* Short mat bowls group
* Probus
* History group

**Actions:**

* David - continue to target businesses and regular users of the pavilion and hall if they would like to be involved, Art club/gardening club?
* Matt – create a list on drop box of who has been contacted and in what way they wish to be involved. All members to populate this.
* Val Ask the person who runs dog training in NP hall if they would put on a Dog agility show

Points to follow up:

* All local food outlets are to be invited.
* East Devon Pride – Makala will speak to them re. a hog roast
* A mix of indoor and outdoor activities would be good eg childrens softplay area
* Marquee - would cost £700. There is a possibility of getting it at short notice but it might be better to plan this in advance.
* Music?
* Compere and PA system?

1. **Community Day working group meeting** : Monday 20th July – evening Cannon Pub @ 8.00 pm (David, Lorna, Judy, Emma, Helpers: Anita, Makala, Gill)

**7 Youth Club**

Chris Burhop has had a positive response from volunteers and is pursuing this through the Parish Council.

**8 AOB:**

1. Emma was contacted by planning consultants to help with Neighbourhood Planning @ £40 ph.
2. Registering Community Assets – e.g. the Old school house, Waterleat, shop, toll house, village hall, southern cross, gives you the ‘right to bid’ ‘ should it come up for sale.

**Action** Matt – to bring information next time.

9 Date of Next Meeting of the Steering group: Tuesday 4th August @ 8.00 pm

The meeting closed at 10.00 pm

**Appendix 2: Summary of Housing Theme**

**Key issues arising from the community consultation comments:**

* Sheltered housing
* Truly affordable Housing, including pre-fabs and park homes
* Housing for local people
* Smaller homes
* Avoid large estates
* Build on brownfield and infill sites
* Keep Newton Pop as a village in an agricultural rural setting
* Retain dog walking and playing fields

**Suggested remedies for issues identified, on which to consult the community:**

Policies relating to number of houses to be built

Policies relating to number of houses per development

Policies relating to style and size of houses

Policies relating to location of development

**Suggested questions for questionnaire:**

1. How many houses would you like to see built in the Neighbourhood Plan area between now and 2031? (please select one of the options below)

* None
* 1-10
* 11-20
* 21-50
* 50-100
* 100+

2. Do you think there should be a maximum number of houses permitted per development? (please select one of the options below)

* 0
* 1-5
* 6-10
* 11-15
* 16-20
* 21-50
* No maximum

3. Whose housing need should be given priority? (in priority order 1 – 8)

|  |  |
| --- | --- |
|  | Priority |
| Retired / Elderly People |  |
| 1st time buyers |  |
| Families |  |
| Single People |  |
| Disabled/Vulnerable |  |
| Young People |  |
| Local People |  |
| Key workers (nurses, teachers, police etc) |  |

4. What type of housing should be given priority (in priority order 1 – 11)

|  |  |
| --- | --- |
|  | Priority |
| Bungalows |  |
| Houses |  |
| Flats |  |
| Park Homes |  |
| Social Housing |  |
| Sheltered Accommodation |  |
| Pre Fabs/Self Build |  |
| Holiday Accommodation |  |
| Care Home |  |
| Rented |  |
| Convert large houses into flats |  |

5. What size of house do you think is needed in the Neighbourhood Plan area? (please select a level of need for each size of house listed below)

Needed Maybe needed Not needed

1 bed

2 bed

3 bed

4 bed

5+ bed

6. What building materials do you think should be permitted in the Neighbourhood Plan area? (please select a level of acceptability for each option listed below)

Definitely permitted Maybe permitted Not permitted

**6.1 For the walls:**

Brick

Cob effect

Modern/Glass&Metal

Rendered block

Wooden

Plastic

Other

**6.2 For the roof:**

Definitely permitted Maybe permitted Not permitted

Slate tiles

Clay tiles

Plastic Tiles

Metal

Solar tiles

Thatch

**6.3 For the house frontage**

Definitely permitted Maybe permitted Not permitted

Hedging

Brick walls

Rendered walls

Gabions

Fencing

Open lawns

Car parking

Others

**6.4 For Car Parking**

Definitely permitted Maybe permitted Not permitted

Garage/s

Car ports

Driveways

On street

How many parking spaces per house?

**6.5 Hard Standing options**

Definitely permitted Maybe permitted Not permitted

Brick

Tarmac

Concrete

Greencore

Gravel

Other (please specify)

**6.6 Street aspect**

Definitely permitted Maybe permitted Not permitted

Grass footpaths

Paved footpaths

Cyclepaths

Shared cycle/footpaths

Street Lighting

Max. height?

Tree/Hedge planting

Max. height?

Brick walls

Max. height?

Rendered walls

Max. height?

Wooden fencing

Max. height?

Other (please specify)

**7.0 What impact should housing be allowed to have on the environment (tick those which should be permitted)**

|  |  |
| --- | --- |
|  |  |
| Remove some existing hedges and trees |  |
| Retain all existing hedges and trees |  |
| Plant new hedges and trees |  |
| Brownfield sites |  |
| Greenfield sites |  |
| In-fill |  |
| public areas (e.g. dog walking and playing fields) |  |
| Flood prone areas, with flood prevention measures |  |
| Agricultural fields |  |

8. Which of the following styles of house do you think represents what should be built in the Neighbourhood Plan area? (please select all that apply)

[add pictures of different house styles]

9. What community facilities do you think should be sought - or improved - alongside new housing developments, paid for by developers’ contributions? (please select all that apply)

New village hall

Improvements to current village hall

Improvements/extension to Pavilion

New shops

New cafes/restaurants

Doctors’ surgery

School buildings

Additional playing fields

Additional sporting facilities

Dog walking areas

Improvements to footpaths

Cycle paths

New car park

New or improved bus shelters

New childrens’ play area

Improvements to existing childrens’ play areas

Traffic calming/road safety measures

Street art (sculptures, fountains etc)

Other (please specify)

*A question was not included about proximity of housing to amenities shop/pub/church/school/etc. as although the ideal is likely to be for houses to be close to amenities there are few locations where this is possible*

Fair point. We could maybe ask a question about maximum distance from amenities, with the lowest option being something that would be achievable within the parish - Emma