

<p align="center">EXBOURNE NEIGHBOURHOOD PLAN</p> <p align="center">Minutes of monthly meeting held in the Village Hall on 26th January 2017</p>

Present:

Adam Hedley (AH) Michael Brady (MB) Sally Kenealy (SK) Dorothy Gennard (DG)
Sally Hordern (SH) Shaugna Robertson (SR)

Action

1	Apologies: Nick Kenealy, Gaye Langham	
2	<p>Building The Evidence Base</p> <p>AH explained that he and MB had been working with Alex Rehaag at West Devon Borough Council to clarify a few matters in the initial draft of the Housing Needs Survey Report, which had now been finalised and forwarded to the rest of the Group. AH said he would make the report publicly available on the Neighbourhood Plan website (np.exbournewithjacobstowe.org.uk).</p> <p>The Group's planning consultant, Stuart Todd, had reviewed the first draft of the Evidence Base Report as well as the draft vision, aims and objectives and provided some feedback and suggested follow up work. AH asked the Group to review Stuart's comments and let him know if there were any questions arising from this advice.</p> <p>Stuart had pointed out that a number of the draft aims and objectives were beyond the scope of a neighbourhood plan, which can only deal with land use and planning matters. The Group agreed that, on balance, it was preferable for the aims and objectives to focus on matters that could be delivered through the Neighbourhood Plan and make it clear to the community that other issues would have to be dealt with through a separate community action plan. AH agreed to prepare a revised draft of the aims and objectives, which he would then circulate.</p>	<p>AH</p> <p>ALL</p> <p>AH</p>
3	<p>Consultation Day</p> <p>AH had sent the Group some draft site assessments, which he had prepared with the assistance of MB, that could be presented to the community at the Consultation Day. These expanded on the site assessments already undertaken by West Devon Borough Council ('WDBC') in their Strategic Housing and Employment Land Availability Assessment, which were felt to be inadequate in some cases. There were various matters requiring confirmation that AH agreed to follow up. It was agreed that the assessments should then be sent to WDBC for comment.</p> <p>AH asked the Group to review Stuart Todd's advice on handling the Consultation Day, including examples of the material other neighbourhood plan groups had prepared for such events. It was also agreed that AH should try and arrange a meeting with Martin Parkes from Devon Communities Together, who would be facilitating the Consultation Day, preferably before 8 February, to begin planning for the event.</p>	<p>AH</p> <p>AH</p>
4	<p>Publicity</p> <p>The timing and the content of the seven fortnightly newsletters that would lead up to the Community Consultation Day were discussed and agreed. AH would circulate an updated schedule.</p> <p>The format of the newsletters was also debated. It was agreed that an A5 booklet was the most attractive and easiest to handle and should adequately convey the intended content. SR felt more structure and a sense of continuity</p>	AH

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	<p>should be given to the newsletters. It was therefore agreed to set out a list of issues in the first newsletter and number them out of 7. It was also agreed that further details of the Neighbourhood Plan process should be given in the first issue. AH would update the first issue and send a revised draft to the Group.</p> <p>AH explained that he had secured a small budget for printing the first 4 newsletters from the Parish Council (the remainder should be paid for from the 2nd round of grant funding – see below). SH agreed to obtain a quote from the Burrow for printing.</p>	<p style="text-align: center;">AH</p> <p style="text-align: center;">SH</p>
5	<p>Finance</p> <p>AH explained that he was intending to apply for a second round of grant funding to cover the Community Consultation Day and follow up work. The grant funding would only be available for a 6 month period from 1 April. He would aim to prepare a draft grant application for the Group's review in advance of the next meeting.</p>	AH
6	<p>AOB</p> <p>None</p>	
7	<p>Next meeting</p> <p>Thursday 23rd February 2017, 7:30pm in the Burrow.</p>	ALL

IF YOU ARE READING THESE MINUTES AND INTERESTED IN JOINING THE NEIGHBOURHOOD PLAN GROUP, OR MAKING A CONTRIBUTION TO THE GROUP'S WORK, THEN PLEASE CONTACT ADAM HEDLEY ON 851648