

<p style="text-align: center;">EXBOURNE NEIGHBOURHOOD PLAN</p> <p style="text-align: center;">Minutes of meeting held in the Village Hall on 2nd November 2015</p>

Present:

Stuart Todd	(ST)	Michael Brady	(MB)	Dorothy Gennard	(DG)
Adam Hedley	(AH)	Sally Kenealy	(SK)	Gaye Langham	(GL)
Sally Hordern	(SH)	Shaughna Robertson	(SR)		

Apologies: Nigel Hoyle, Chris Forester, Peter Harket.

Action

1	<p><u>Introduction</u></p> <p>AH introduced Stuart Todd from Stuart Todd Associates to the Group and provided Stuart with some background in relation to the village and the status of the Neighbourhood Plan.</p> <p>ST explained that he was a planning consultant who had set up his own business based from Taunton in 2012. His previous experience was in the public sector working for local, county and regional authorities. He is a chartered town planner and member of the Royal Town Planning Institute and is also a member of the Town and Country Planning Association and Locality.</p> <p>ST has worked on a number of Neighbourhood Plans since their inception in 2012 and currently provides consultancy services to a number of Neighbourhood Plan groups in West Devon including Milton Abbot, Lifford and North Tawton.</p>	
2	<p><u>Advice and Fees</u></p> <p>ST explained that the level of his involvement and type of advice will depend on the specific Neighbourhood Plan and the Group's requirements – it will be tailored to individual circumstances. Some groups have asked him to do office-based work, whereas others have preferred he attend group meetings and provide guidance throughout the process.</p> <p>ST's daily rate is currently £500 + VAT. He would also charge for any time incurred for travel (approx. 2 hours for a meeting) but would try and tie in with other local meetings if possible.</p>	
3	<p><u>Process</u></p> <p>ST briefly discussed the Neighbourhood Plan process and explained some alternative planning tools such as Neighbourhood Development Orders, which might be appropriate if specific development sites have been identified.</p> <p>He reminded the Group of the need for Neighbourhood Plans to accommodate a number of formal steps, which means they can take significant time to complete. The timeframe may be extended if certain routes are followed, such as making site allocations, which can be controversial and will require additional work e.g. a strategic environmental assessment.</p> <p>It was also emphasised that it was important to remember throughout the process that it was the community's Neighbourhood Plan and members of the Group were mere facilitators.</p>	
4	<p><u>Policies</u></p> <p>ST explained that policies in a Neighbourhood Plan should "add value" to the policies in the Local Plan. It was important to make sure that they did not simply repeat national/local authority guidance. An example of adding value might be if in the case that affordable housing was required, then the design and type of such housing could be defined rather than just the amount.</p> <p>Also with respect to housing, ST explained that the use of criteria based policies regarding number of houses, type etc. which are not site-specific could be less likely to achieve the community's desired outcome (if the community would like to see greater control of the location of development) than more specific policies such as site</p>	

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	allocations.	
5	<p><u>Evidence Base</u></p> <p>To help get the group started on gathering evidence, ST felt some of the key areas for obtaining evidence and supporting documentation would include:</p> <ul style="list-style-type: none"> • National and local planning policies - National Planning Policy Framework (National Planning Practice guidance), "Our Plan" • Designated areas – Conservation Area etc. • Environmental surveys (such as biodiversity audits) • Other historical, geographical, environmental etc. maps of the area. • Social statistics – Census etc. • Planning history – rate of development, refused policies etc. • Business – local survey/consultation <p>Initial gathering of written evidence base material should focus on already published and available plans, policies, data and studies.</p>	
	<p><u>Funding</u></p> <p>ST explained that we were in the first of a 3 year funding program for Neighbourhood Plans. He agreed that it seemed to make sense for our group to wait until the 2016/17 financial year to access Government funding given where we are in the plan's development. It is understood that funding for next financial year can be applied for from February next year.</p> <p>ST would be happy to give us a fee proposal but would require an indication of the areas we would like assistance with and the budget available to set out a proposed scope of work.</p>	
6	<p><u>Close</u></p> <p>AH thanked ST for his very helpful briefing and thanked everyone for attending the meeting.</p>	
7	<p><u>Date of next meeting.</u></p> <p>THURSDAY 26th NOVEMBER 7:30 PM VILLAGE HALL</p>	ALL