

<b>EXBOURNE NEIGHBOURHOOD PLAN</b> <b>Minutes of monthly meeting held in the Village Hall on 24<sup>th</sup> September 2015</b>
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**Present:**

Adam Hedley	(AH)	Nicholas Kenealy	(NK)	Dorothy Gennard	(DG)
Shaughna Robertson	(SR)	Sally Kenealy	(SK)	Gaye Langham	(GL)
Sally Hordern	(SH)	Nigel Hoyle	(NH)		

Apologies: Michael Brady, Peter Harket, Rod Stewart

**Action**

1	<p><b><u>Vision / Key Issues and themes questionnaire.</u></b></p> <p><b><u>Feedback from distribution.</u></b></p> <p>The Group reported that questionnaires had already been delivered to the majority of households in the Parish. Where possible personal introductions had been given but, in some circumstances, questionnaires had also been posted.</p> <p>Generally, feedback from the public seemed to be positive with many saying they would complete the questionnaire.</p> <p><b><u>Questionnaire analysis</u></b></p> <p>AH explained that, due to the open nature of the questionnaire, tools such as Survey Monkey would be inappropriate for its analysis.</p> <p>AH presented a draft spreadsheet template that he had prepared as a suggested means of analysing the questionnaires. The template would enable questionnaire responses to be electronically recorded and grouped into themes where possible.</p> <p>It was agreed that members of the Group would take a selection of completed questionnaires and record the responses in the spreadsheet template. Each member of the Group would discuss their results at a Group meeting and, if necessary, after moderation, the results would be amalgamated into a single version of the template including all responses.</p> <p>AH agreed to make some minor amendments to the template spreadsheet and send it to the Group.</p>	<b>AH</b>
2	<p><b><u>Building the Evidence Base.</u></b></p> <p>A collection of information, analysis, and documents that support positions taken in the Neighbourhood Plan needs to be prepared.</p> <p>AH suggested various topics that would require research and some members of the Group volunteered to take ownership of an area (some to be confirmed) as follows:</p> <ul style="list-style-type: none"> <li>• Demographics - SH;</li> <li>• Employment and business – Chris Forester (TBC)</li> <li>• Land use and planning - AH;</li> <li>• Housing – MB (TBC);</li> <li>• Transport and communications – NK &amp; SK;</li> <li>• Natural environment – DG &amp; GL;</li> <li>• Historic environment – GL and MB (TBC); and</li> <li>• Community Infrastructure – SH.</li> </ul> <p>AH explained that NH had kindly agreed to coordinate this element of the project and would be responsible for amalgamating the various work streams into a single document.</p> <p>It was agreed that everyone would begin to research their areas and provide details of the information they had managed to obtain and areas where further work or assistance may be required at the next meeting.</p>	<b>ALL</b>

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3	<p><b><u>Publicity.</u></b></p> <p><b><u>Website.</u></b></p> <p>PH and SH to produce some copy for the Neighbourhood Plan page of the Parish Council website for the week commencing 28 September.</p> <p><b><u>Parish Pump</u></b></p> <p>SH to produce copy for the November Parish Pump. Please email copy to AH prior to emailing to Neil Price.</p>	PH/SH
4	<p><b><u>Finance.</u></b></p> <p>SK to prepare a draft funding application to ensure all the required fields can be easily completed when it comes to submitting the application and to continue developing a budget of expected expenditure for this financial year and 2015/16.</p>	SK
5	<p><b><u>Any other business.</u></b></p> <p>Given a number of recent planning applications for new dwellings in the Parish, NK thought it sensible for the Group to maintain a rolling record of successful planning applications. AH agreed to prepare a list, which he would update monthly.</p> <p>AH explained that he had made contact with the external planning consultant working on North Tawton's Neighbourhood Plan. He is based in Taunton but would try and meet with the Group when he is next in the area so he can advise on his services and fees.</p> <p>AH explained that he had met with Chris Forester of Shilstone Farm during the week, who was keen to join the Group but had been unable to attend this meeting. AH thought he would be a valuable addition to the Group.</p> <p>AH thanked everyone for attending the meeting.</p>	AH
6	<p><b><u>Date of next meeting.</u></b></p> <p><b>THURSDAY 29<sup>th</sup> OCTOBER 7:30 PM VILLAGE HALL</b></p>	ALL