

<b>EXBOURNE NEIGHBOURHOOD PLAN</b> <b>Minutes of monthly meeting held in the Village Hall on 30<sup>th</sup> July 2015</b>
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**Present:**

Adam Hedley (AH)	Michael Brady (MB)	Dorothy Gennard (DG)
Shaughna Robertson (SR)	Sally Kenealy (SK)	Gaye Langham (GL)
Sally Hordern (SH)	Nicholas Kenealy (NK)	Peter Harket (PH)

Apologies: Rod Stewart, Nigel Hoyle

**Action**

1	<p><u>Application - Area Designation.</u></p> <p>AH has spoken to the Parish Council and, although the Parish of Exbourne will be the proposed designated area of the Neighbourhood Plan ('NP'), the application should be made in the name of Exbourne with Jacobstowe PC.</p> <p>AH agreed to amend the draft Area Designation application and pass to the Parish Council for their review and approval.</p>	<b>AH</b>
2	<p><u>Application - Group Terms of Reference.</u></p> <p>AH agreed to draw up a Register of Interests for members of the NP Group to help manage potential conflict of interests and ensure transparency.</p> <p>Voting – the Group agreed that, if voting was required on a matter, it would be by way of a simple majority.</p> <p>AH agreed to amend the draft Group Terms of Reference and pass to the Parish Council for their review and approval.</p>	<b>AH</b>
3	<p><u>Community Engagement Strategy.</u></p> <p>After some discussion, it was agreed that the community engagement strategy should roughly follow these steps:</p> <ul style="list-style-type: none"> <li>i) An initial short questionnaire with open-ended questions aimed at identifying key issues and themes for potential inclusion in the NP and to assist with creating a vision for the plan;</li> <li>ii) A series of workshops with the community to help develop the vision and aims and analyse the key themes and issues in more detail. This might include a large public workshop in the Village Hall as well as smaller workshops with community groups, landowners, or in the shop, pub etc.;</li> <li>iii) A more detailed targeted questionnaire to seek further guidance or confirmation of majority view on important matters; and</li> <li>iv) Final consultation on the draft NP itself.</li> </ul> <p>Questions were raised concerning whether stakeholders and landowners adjacent to the Parish should be consulted and would vote in the Referendum. AH to ask Rebecca Black, WDBC.</p> <p><u>Post Meeting Note:</u> AH received the following guidance from Rebecca Black:</p> <ul style="list-style-type: none"> <li>• Neighbouring parishes will be notified by West Devon when the application for area designation is submitted;</li> <li>• Otherwise, there is no need to make neighbouring landowners etc. aware of the NP or consult with them (although they should become aware anyway if the appropriate amount of publicity is undertaken); and</li> <li>• The participants of the Referendum will be decided by the Independent Examiner that the NP Group/Parish Council and West Devon appoint to review the NP. She thinks it would be difficult to argue for the participants to be anyone other than the residents of the Parish.</li> </ul>	<b>AH</b>

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4	<p><u>Initial Community Engagement.</u></p> <p><i>Questionnaire.</i></p> <p>DG presented her work on an initial draft of the questionnaire and the format was discussed.</p> <p>It was agreed to include an introduction to the questionnaire that would include some details of the reason for the questionnaire and why a NP is important.</p> <p>MB felt it important that key issues relevant to Exbourne and the NP process were raised in the questionnaire. Rather than have specific questions on these areas, it was agreed to include some prompts. DG to prepare an updated draft with input from MB and circulate for comment.</p> <p>It was agreed the questionnaires should initially only be delivered to potential voters in a Referendum.</p> <p>Members of the Group would hand deliver questionnaires and go back to collect them, using it as an opportunity to publicise the NP process.</p> <p>Approx. 270 properties are to be visited.</p> <p>It was suggested that Group members do not visit those people in their close vicinity.</p>	<b>DG</b>
5	<p><i>Households.</i></p> <p>GL presented a comprehensive list of households in the Exbourne area which she had prepared as well as a useful large scale OS map that the History Society had acquired.</p> <p>GL thanked SH and MB for their helpful input into the list.</p> <p>The Group agreed to provide information to GL to update the list. GL to email out the list in Excel to all.</p>	<b>GL/ALL</b>
6	<p><i>Stakeholders.</i></p> <p>MB presented a comprehensive list of Stakeholders in the Village and adjacent.</p> <p>AH requested the Group to forward any further information to MB so this can be updated.</p>	<b>ALL</b>
7	<p><i>Publicity / Logo.</i></p> <p>SH agreed to write a piece for the September Parish Pump concerning the initial questionnaire. Copy is due in by 21<sup>st</sup> August.</p> <p>We can also put the message across in the village WI / Churches / History Group / School / Pub / Shop etc.</p> <p>SH, PH, and AH agreed to meet to put forward ideas for ongoing publicity.</p> <p>The village logo currently on the Exbourne street sign would be used. PH / AH to look into this. Some printing costs and draft ideas for flyers were provided by PH.</p>	<b>SH/PH/AH</b>
8	<p><u>Website.</u></p> <p>Further thoughts and discussion of input and content is required. SH, PH, and AH would work on this as part of publicity drive.</p>	<b>SH/PH/AH</b>
9	<p><u>Finance.</u></p> <p>SK explained that the minimum amount of funding that can be applied for from Locality was £1,000. This money would need to be spent within 6 months of receiving it or before end March 2016.</p> <p>It was felt that it would be unlikely for costs to reach £1,000 before end of March 2016 so finance will need to be obtained from other sources for the Group's initial work.</p> <p><u>Post Meeting Note:</u> AH contacted Rebecca Black, WDBC for advice. Details given</p>	

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	<p>below:</p> <p>The £1,000 minimum on funding is a new rule, of which she wasn't aware. She is going to make a representation that this severely limits small communities like ours. She will also investigate whether there may be other possibilities for raising small amounts of money for printing etc. One idea might be to approach our Borough Councillor.</p>	
10	<p><u>Any other business.</u></p> <p>AH explained he will start to put together a Project Plan with a draft timetable etc.</p> <p>AH thanked everyone for attending the meeting and thanked DG, GL, MB, SK, and PH in particular for their work in preparing for the meeting.</p>	<b>AH</b>
11	<p><u>Date of next meeting.</u></p> <p><b>THURSDAY 27<sup>th</sup> AUGUST 7:30 PM VILLAGE HALL</b></p>	<b>ALL</b>