

<b>EXBOURNE NEIGHBOURHOOD PLAN</b> <b>Minutes of monthly meeting held in the Village Hall on 25<sup>th</sup> February 2016</b>
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Present:

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

**Action**

1	<p><b>Apologies:</b> Chris Forester, Sally Hordern, Nick Kenealy, Gaye Langham, Nigel Hoyle, Peter Harkett.</p> <p>AH also let those present know that, due to work commitments, both Nigel Hoyle and Peter Harkett had regrettably informed him they could no longer continue their membership of the Group.</p>	
2	<p><b>Aims and objectives</b></p> <p>AH had prepared some draft aims for the Neighbourhood Plan ('NP') and thanked MB, DG and NK for their input. He explained that the aims are aspirational and driven by the vision but also take into account the key themes and issues identified from the questionnaire responses.</p> <p>After some discussion, the following aims were agreed. They are presented under some general headings that will be the principal subject areas covered by the NP:</p> <p><u>Housing and Built Environment</u></p> <ul style="list-style-type: none"> <li>• Enable local people to stay in the parish throughout their lifetime as their needs change.</li> <li>• Protect our heritage and built environment and ensure new development is sympathetic to the character of the area</li> </ul> <p><u>Natural Environment</u></p> <ul style="list-style-type: none"> <li>• Protect and enhance our quiet and rural natural environment and improve local biodiversity.</li> </ul> <p><u>Roads and parking</u></p> <ul style="list-style-type: none"> <li>• Make roads safer and parking easier.</li> </ul> <p><u>Community, Facilities, and Wellbeing</u></p> <ul style="list-style-type: none"> <li>• Sustain and enhance the character, vitality, and community spirit of the village.</li> </ul> <p>It was agreed that the Group would share the draft vision and aims of the NP with the community through the website and an article in the Parish Pump (see 5 below).</p> <p>Some draft objectives for the NP, which are intended to be tangible and set out how the NP will achieve the aims through policy, were also discussed. AH explained that the objectives were "fluid" and would develop as the Group progressed with gathering the evidence base and further community consultation. AH agreed to amend the draft objectives for various comments received and re-circulate them amongst the Group.</p>	AH

3	<p><b>Building the evidence base</b></p> <p><u>Summary reports</u></p> <p>Nobody had yet managed to prepare an initial draft summary of the research they had carried out in their responsible subject areas.</p> <p>AH expressed his hope that progress would be made before the next meeting and clarified that everyone should try and adopt the following general structure to their reports to ensure consistency:</p> <ol style="list-style-type: none"> <li>1. Sources of evidence used (which lists documents reviewed and their web link).</li> <li>2. A summary of relevant strategic written evidence e.g. NPPF, Local Plan, etc. (setting out the main aims, objectives and / or policies of key planning documents relevant to Exbourne).</li> <li>3. A summary of relevant local written evidence for Exbourne e.g. Parish Plan, Biodiversity audit, etc.</li> <li>4. Key questions and messages (which are relevant to the NP, arising from the written evidence reviewed).</li> </ol> <p><u>Housing Needs Survey</u></p> <p>AH had obtained estimates from West Devon Borough Council ('WDBC') and Devon Communities Together (formerly Community Council of Devon) for carrying out a housing needs survey for Exbourne. These appear to be the principal organisations that carry out such surveys locally. WDBC have quoted £500 including postage and Devon Communities Together have quoted £1,900 excluding postage.</p> <p>The example reports and questionnaires that both organisations had provided were discussed. WDBC's questionnaire was considered far more amenable and user-friendly and, although the Devon Communities Together report appeared more substantive, the Group agreed that WDBC offered the best value. It was agreed that AH would instruct WDBC to proceed with a housing needs survey as soon as possible (subject to obtaining grant funding – see 6 below). MB said he would like to add some further questions to WDBC's template questionnaire and would provide them to AH.</p>	ALL
4	<p><b>Workshop</b></p> <p>It was agreed that the Group would work towards holding a single community consultation event in the Village Hall. The aim of the event would be to get the community's comments on the draft vision, aims, and objectives of the NP as well as their views and opinions on the key questions arising from the Group's evidence base work and possible policies for inclusion in the NP. The general format of the event would be an open workshop with displays and interactive engagement in the 4 key subject areas of:</p> <ul style="list-style-type: none"> <li>• Housing and Built Environment (AH and MB)</li> <li>• Natural Environment (DG and GL)</li> <li>• Roads and Parking (NK and SK)</li> <li>• Community, facilities, and wellbeing (TBC)</li> </ul> <p>AH asked those responsible for each subject area to start preparing material for the workshops and consider presentation, consultation tools etc. to maximise</p>	ALL

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	<p>community engagement.</p> <p>AH explained that he had spoken to Devon Communities Together about their potential assistance with the consultation event as it was felt that they had done a good job with similar events held for the Parish Plan. They had estimated a cost of £1,500 + VAT to include working with the Group to develop the day, provision of materials, display boards, projectors etc., attendance at the event to help it run smoothly, documentation and digitisation of records, and preparation of a report on the key messages.</p> <p>The Group agreed that the value of Devon Communities Together's experience running a consultation event and the benefit of a third party preparing a report on the outcome was worth the cost, especially given the additional saving from avoiding the purchase or hire of equipment for the day.</p>	
5	<p><b>Publicity.</b></p> <p><u>Vision and themes questionnaire report</u></p> <p>AH reported that printed copies of the document summarising the responses to the vision, key issues, and themes questionnaire were available in the Burrow for those members of the public without internet access.</p> <p><u>April Parish Pump Article</u></p> <p>AH agreed to put together an article for the April Parish Pump, which would share the draft vision and aims of the NP with the community.</p>	<b>AH</b>
6	<p><b>Finance.</b></p> <p>AH informed the Group that Locality grant funding available towards NP's had increased from £8k to £9k from April 2016.</p> <p>With the assistance of SK, AH had prepared a draft budget covering the whole of the NP process, which was explained to the Group.</p> <p>It was shown that, after allowing for all costs, including the housing needs survey, consultation event, a possible pre-submission consultation exercise, and some contingency funds, approx. £5k of grant funding should be left available towards engaging a planning consultant to help with preparing the NP and to ensure it passed independent examination.</p> <p>It was agreed that the Group would not specifically reserve budget for a Strategic Environmental Assessment ('SEA') that might be needed in the event development sites were identified in the NP process. It was considered that, if WDBC believed it necessary to carry out a SEA, they would likely bare the costs to ensure the NP progressed.</p> <p>AH agreed to circulate an electronic copy of the budget and asked that the Group feed back comments and details of any items they thought should be added in relation to their work before 15 March so that the budget and initial grant application could be presented to the Parish Council before their next meeting.</p>	<b>AH</b>
7	<p><b>Any other business.</b></p> <p>AH informed the Group that Rebecca Black was leaving WDBC's Strategy and Place team for a new role with Plymouth City Council. Rebecca was an extremely helpful lead contact at WDBC for all the local NP groups and AH considered her departure would leave a large gap in the organisation. AH said that he had asked the Ward members at the latest Parish Council meeting to encourage WDBC to</p>	

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	ensure a suitably experienced replacement was found.	
8	<b>Next meeting</b> Thursday 31 <sup>st</sup> March 2016, 7:30pm in the Village Hall	<b>ALL</b>