



Minutes of the Neighbourhood Plan Group ('NPG') remote meeting held on Wednesday 25th November 2020 at 7:30 pm via Zoom

Members present: Adam Hedley (AH) – Project Leader, Barry Ratcliffe (BR) – Meeting Chair, Sally Hordern (SH), Nicholas Kenealy (NK), Sally Kenealy (SK), Gaye Langham (GL), David Stuart (DSt), Tim Hawkins (TH), David Holwill ('DH').

In attendance: One member of the public was present.

1. Welcome

BR welcomed everyone to the meeting.

2. Apologies for absence

Kirk England.

3. Minutes of the last meeting

Subject to amendment of the date of the next meeting to 25 (from 11) November it was agreed that the minutes of the meeting of 11 November 2020 were an accurate record (Proposed by GL seconded by SH – all in favour).

4. Declarations of interest

Members were asked to declare an interest if relevant to the discussions.

5. Public speaking time

A member of the public said Sam Money ('SM') had not attended meetings of the NPG for some time due to grievances against the way that the NPG, and AH in particular, had handled her views on the AECOM report. BR indicated that decisions regarding the report had been handled democratically by the Group.

6. Matters arising

6.1 Housing – to discuss any update from WDBC regarding the viability study

AH had heard nothing from WDBC. Cllr Lois Samuel has offered to follow up with Rob Ellis and update AH.

6.2 Housing - to further discuss the community consultation process and involvement with Devon Communities Together ('DCT')

GL provided an update on her discussions with DCT. A cost of approx. £2,000 has been indicated (though it may be possible to reduce this slightly). Whether the process is to be 'hybrid' (online + paper) or purely hard copy needs to be decided. DCT can assist with production of survey, including questions, and offer in-house analysis as well; approximately 3 working days would be involved, at about £350 per day. AH thought that DCT's quote indicated 2 days for design and 1 day for analysis. The general consensus was that the format needed to be agreed but, in principle, using DCT was a good idea. GL said that DCT had underlined the need

to get back to them with an agreed approach before Christmas if a consultation in late February/early March was to be achieved.

GL pointed out that we also needed to publicise the consultation in other ways apart from solely as an entry in the Parish Pump. TH reminded the Group that there was no issue of the Parish Pump in January the next issue would be in February. AH said he would replace GL with SK as a phone contact in the December Parish Pump entry. He also offered to draft a website entry. It was also suggested that a Newsletter was drafted setting out the purpose of the consultation. GL suggested an entry in the Okehampton Times and 'flyers' in the usual places in the village. A team would be needed to deliver the Newsletter.

AH pointed out that DCT involvement would depend on reallocating grant funds currently earmarked for advice from the Group's planning consultant, Stuart Todd. It was agreed (GL proposing, SH seconding) unanimously that Locality should be approached by AH to see whether funds could be reallocated.

GL suggested that, while the NPG waited to hear about finance, it should think now about specific issues – for example the type of questions to ask and how many might there be. She offered to put something together and discuss with others in the Group. DSt mentioned the need to make sure that people using phone contact are dealt with consistently and GDPR rules are met. **Action:** DSt agreed to provide a suitable script. GL, SH, SK and DSt agreed to do the first cut and report back to the next meeting on 9 December. James Hordern will set up Zoom facility for GL/SH/SK/DSt to discuss in more detail.

6.3 Plan writing – update on progress

AH would aim to tidy up the draft Plan over Christmas. Reference to the JLP will need to be included. Also:

Community, Facilities & Wellbeing - A start has been made on this area of policy but more needs to be done. **Action:** SH/DSt. There had been some recent correspondence between a member of the public, Devon County Council and the Devon Access Forum which had been shared with the Parish Council in relation to public footpaths. **Action:** AH to forward to the Group.

Natural Environment – GL said the LCA was broadly complete. More to do on policies (comparison with other villages etc.). **Action:** GL to provide update to AH.

Historic and Built Environment - **Action:** GL to carve out 'history' from policies so it can become part of introduction to Plan. SL raised the question of Building Design. AH explained the Housing Team had reviewed and considered a design statement unnecessary. After discussion it was accepted that design would be sufficiently covered by general policy.

Roads and Parking – **Action:** TH and SK to pull something together.

7. **Any other business and future agenda items**

Project Plan - DSt will send a copy to TH. He urged everyone to look at and examine his Project Plan. **Action:** comments to DSt by 7 December.

8. **Date of next meeting**

Wednesday 9 December 2020, 7:30pm via Zoom.

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