

Clyst Honiton Parish Council



There was a meeting of Clyst Honiton Parish Council on Wednesday 8th March 2023 at 7.00pm held in the Black Horse Inn Meeting Room

Members Present: Parish Councillors; Suzanne Hales (Chair); Gary Collier; Grant Harrison; Mike Muir and Sean Wheeldon.

Also Present: Janvrin Edbrooke (NP/NDO lead); County Councillor Henry Gent (until 7.30pm)

In attendance: Rob Martin, Clerk.

1 member of the general public.

MINUTES

23/099 APOLOGIES

County Cllr. Sara Randall Johnson apologised although she might attend later.

23/100 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations of Interests were made.

23/101 MINUTES

On a proposal by the Chairman, it was **Resolved** that the minutes of the Parish Council meeting held on 18th January 2023 were a correct record and these were signed as such.

23/102 COUNCIL REPORTS

a) Clerk's Report

The clerk reported the following:

1. Parish Council Elections – 4 May 2023

East Devon District Council have now published the necessary paperwork for people to apply to be councillors for the four years ending in May 2027. Copies will be available to the current councillors, all of whom stand down at this point and have to be 're-elected' either by default if no-one else comes forward or in an election. The details of this procedure will be placed on the parish council website immediately.

2. Community Facility Legal Work

This matter was discussed in the meeting with Matthew Naylor of the Church Commissioners, see item 23/104 below. I have made initial contact with the solicitors envisage for the project and will update councillors accordingly.

3. SLCC Membership Fee

The annual SLCC membership fee was due shortly and I am suggesting that the whole fee be paid by Clyst Honiton PC and shares recharged to the other parishes as it was last year. This was agreed.

4. Coronation Picnic

The idea of running a picnic over the Coronation weekend was being developed and the details should be formally agreed at the next meeting. The Chairman would work to a budget of around £200 to make the event happen.

5. Bus Service Changes

The latest round of bus service changes had been circulated and should be noted.

6. ROSPA Inspection

I ensured that the safety inspection of the play equipment was to take place this year in March, but have yet to receive a firm date for this.

b) Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order

Janvrin Edbrooke, the Neighbourhood Plan Lead had circulated the following report:

NEIGHBOURHOOD PLAN

Reg 14 Draft NP:

1. The NP Draft is going through a final check, we are still awaiting details for SA3 to be finalised.
2. The SEA and HRA had some errors which are being amended. The reports will be received shortly.

Recommendation 1: For Council to note Items 1-2.

Noted

NEIGHBOURHOOD DEVELOPMENT ORDER

1. Noise Contour maps

There is ongoing dialogue with EDDC, Airport, and Bickerdike and Allen Partners (BAP) as there are several versions of the Airport Noise contours maps. This issue has been sorted and the airport noise contour mapping is being provided by BAP.

Recommendation NDO1: For council to note

Noted

2. NDO Consultation

The Steering Group have met to discuss and decide on details for the consultation of Reg 14 and Reg 21 documents. It was decided to:

- a) Design an A4 Flyer to be delivered to every household. This would be personally delivered rather than just put through the letter box. The Flyer would explain the Consultation and how to provide feedback.
- b) Design 2 Feedback forms one for the NP and the NDO. An online version will be uploaded onto the Clyst Honiton website. A Consultation Pack with a paper feedback form would be made available on request and left at venue selected.
- c) Run a Social Media Campaign. Designed to deliver 2 posts a week, uploaded onto the Clyst Honiton Community Facebook Page & NP Page before, during and after the Consultation period.
- d) (i) Exhibition: was discussed but was decided against doing this due to cost, lack of venue and staffing.
(ii) Depending on the timing of the Consultation, it might be possible to do an NDO exhibition at the Parish Field picnic day scheduled for May.

- e) Devon Live: To contact Daniel Clark to see if he could run an article on the NP /NDO Consultation. He has done this in the past for the Broadclyst and Silverton NPs.
- f) For copies of the Summary NP and NDO documents to be printed. These will be available on request for community members wanting to work with a hard copy.

Recommendation NDO2: For council to note items a- f and to discuss and make a recommendation on item dii

Noted – it was unanimously **agreed** that an NDO exhibition be done on the field on the Coronation Picnic day.

3. Bypass site Access Meeting:

This meeting was called to ascertain the vehicular access for the NDO site.

- The Church Commissioners Transport Assessment (TA) favoured access onto York Terrace, adjacent to Waterslade Lane. (Pell Freischmann).
- Community consultation favoured access off a 4-way traffic light junction off the Bypass. The NDO masterplan was drawn up with this access in place, with Waterslade being a pedestrian and cycle access route (With emergency access barriers)
- DCC accepted the TA but also put forward re using the existing bypass left out left in option. This report was signed off by a now retired member of DCC.

Summary.

DCC : person in place is now Ben Willmott, who confirmed that the 4 way light system off the Bypass would not be supported and favoured the York Terrace access. DCC confirmed that new Saturn data is about to be released that models traffic in this area and that the existing data and work to date might well be superseded.

Janvrin shared the layout of the site, and raised the airport noise contour constraints on where the residential and economic developments can be located. It was also shared that the access off York terrace runs over the SANGS provision, results in all economic vehicles moving through the residential area and the access as designed and does not take into consideration the access in place along Waterslade Lane for the existing residential properties. The site also has Ecology constraints which need to be mitigated in the layout of the masterplan.

CC were concerned with the expenses incurred with a 4-way traffic light system and favoured the TA access.

Outcome:

1. For the architects to work on other access routes within the Masterplan layout and to work with Pell Freishmann and DCC to bring forward a positive solution to access.
2. To delay the March 14th Reg 14 and 21 Consultation.

Recommendation NDO3: For council to note items and to discuss and make recommendations on the impact of this issue on the NP and NDO.

The proposed ongoing work was **noted**, as was the delay the consultations to accommodate the problems. The parish council's unanimous view however was that the bypass signalled junction was still the only acceptable option. The clerk would devise a strongly worded email to the leaders of Devon County Council and East Devon District Council encouraging a more positive approach to finding solutions rather than just looking for problems. This was a unique and exciting project and should be lauded as such.

c) Village Maintenance

Cllr. Muir reported on the following:

- The regular weekly play equipment inspection had been undertaken.
- The mowers had gone for the annual servicing.
- The planter next to the Duke of York needed to be replaced and he and the Clerk would acquire the necessary materials to get this done at a cost of around £150.
- Streetlight No. 3 on Village Road was not working, and the clerk would put this on the DCC website for remedial action.
- The repair of the noticeboard at the bottom of St Michael's Hill had been done. The door was now lockable, and he had the keys.

d) Other Councillor Reports

Cllr Wheeldon asked about the closure of the Exeter Inn and Cllr. Muir stated that it had already closed.

The Chairman mentioned the Coronation Picnic saying that she believed it should be on Sunday 7th May 2023 and she hoped the weather would be favourable.

The Chairman to declare the meeting closed

23/103 PUBLIC AND OTHER BODIES' SESSION

To allow questions for District and County Councillors and to take any questions from members of the public.

County Council

County Cllr. Gent asked whether the revised yellow-lining scheme was satisfactory, after first apologising for the apparent confusion caused by county officers giving incorrect information on the results of the consultation process. It was agreed that the proposal now put forward was close to the original request and was satisfactory. The clerk would write a confirmation email to this effect and send to Helen Selby.

County Cllr. Randall-Johnson had submitted her monthly report which had been circulated. This report covered the following matters:

- The £2 bus fares scheme extension to 30th June 2023.
- Being prepared for the unexpected – available funding for unexpected events.
- Fairtrade – directly supporting food producers.
- Retaining and recruiting staff.

District Council

There were no District Councillors present and no report had been sent.

Public

Stephan Bouloux as the one member of the public present said that the Exeter Lions Club would offer 50% towards the cost of a defibrillator, with applications being directed towards his wife. He also asked about the current status of the Community Association and its funds, which Cllr. Wheeldon explained was problematic because there was no longer a quorum of members. This meant that the funds were locked away with no-one to give authority to use them.



The Chairman to declare the meeting open

23/104 CLYST HONITON NEIGHBOURHOOD DEVELOPMENT ORDER

The clerk had circulated the following report before the meeting:

COMMUNITY FACILITY

Discussion with Matthew Naylor of Church Commissioners

24th February 2023 @ 11am

I had a discussion with Matthew Naylor of the Church Commissioners, at his request, in order to lay out between us what the position was in relation to the delivery of the Community Facility under the NDO. Before the meeting, I sent the following note to aid discussion within the short time we had available.

Matthew,

Janvrin will get the Neighbourhood Plan (NP) and Development Order (NDO) paperwork so that it passes the Reg 14 consultation stage.

From that point, Clyst Honiton Parish Council (CHPC) will ensure the finished documents get through the referendum stage and are 'made' by East Devon District Council.

The contact point for Clyst Honiton Parish Council will be its Clerk, Rob Martin.

Every planning application received by the parish council will be subject to compliance with the NP policies and consultation responses will reflect that.

The Community Facility element of the NDO is to be delivered by and for the parish council. The ownership of the facility will be taken by the parish council which will run it directly initially to test its viability etc, with the possibility of adopting alternative modus operandi in the future if that becomes necessary. The intention is for the parish council to retain the freehold whatever the eventual operation becomes.

The Community Facility is to be delivered in accordance with the following section of the NDO document:

Provision of community facility

3.12 No development shall commence until the local planning authority in consultation with Clyst Honiton Parish Council is satisfied that appropriate provision (including gifting of land and construction of facility) has been made for the delivery of a new community facility for the use of the Clyst Honiton community.

3.13 Prior to the occupation of the residential and employment units, the Clyst Honiton Parish Council will be given keys to a completed and furnished community facility building.

Reason: to reflect this is enabling development contingent on the delivery of the community facility. To be compliant with Policy SA3 of the emerging Neighbourhood Plan.

In other words, the expectation is that this facility will be provided before any of the other buildings are occupied.

A formal legal agreement needs to be drawn up as soon as possible to determine formally what the requirements are going to be in order to be compliant with the NDO and NP documents.

As a first stab at determining some heads of terms for this agreement, some ideas are laid out below:

- The Community Facility (CF) is to be fully serviced and ready to go.*
- The ownership of the CF will transfer, without cost or encumbrance to Clyst Honiton Parish Council*

- A list of the equipment to be installed will be drawn up and provided before transfer to the parish council.
- The latest IT and technology will be supplied with the CF, readying it for both community and commercial uses.
- The car parking determined by the NDO Masterplan will be provided, sectioned off from that for the business area car parking.

This discussion needs to ensure that the CC and CHPC are on the same page, so this note has been produced just to outline the current thought processes. It is not a complete list but is a starting point.

Rob Martin

24 February 2023

Junction with Bypass

The first matter we discussed was the email he had sent regarding the work that Pell Frischmann were being asked to do on the entrance to the site. The work will inform the CCs about what entrance the Highways department are prepared to accept.

I have suggested that there might be a compromise for the bypass in that the only reason for a set of lights is to allow a right turn from the site towards the A30/Airport, which could be accommodated by directing traffic along the London Road to the M5 junction where the A30 could be accessed. Anyone wanting to enter the site from the London Road end can use the roundabout at the end of the bypass to return to the site entrance. Although not ideal, I am suggesting that this avoids the cost of the lights and makes for a cheaper alternative all the way round.

Matthew is suggesting that the decisions on this might have to wait until the new DCC survey data is made public but is mainly concerned with the eventual cost of the scheme to install lights given how these have increased recently.

Developer Types

It is not very likely that any developer is going to be willing to build both the residential and commercial parts of the site, with potentially a third to build the community facility. The Commissioners will work with the PC to identify a suitable delivery model for the three elements of the scheme and look to put together an agreement between developers so that the whole project is coordinated appropriately. This will require the whole project to be programmed according to what has to happen on the ground rather than what would be ideal on paper.

Viability

As has been discussed before, the project viability is crucial. Any developer will need to be able to make a project from the scheme and the Church Commissioners will look to have a Residual Land Value from it, although they are not putting a number on how much this should be. There are a number of matters that will affect the amount that can be made from the project, which might determine whether or not developers would be interested in taking it on. A developer has to be located or there will be no scheme.

The basic equation for the viability is quite easy in that it is the total sales income less the total expenditure, but it is important to recognise the following situation.

Sales Income

- The current expectation is that there will be 49 dwellings built for sale and 10 commercial units. The current housing market, in particular looks as though it is becoming weaker, reducing the potential sales prices achievable.
- In order to maximise this income, a developer might need to change the housing mix and reduce the number of properties offered.

Expenditure

- Materials costs are currently subject to large increases, reportedly pushing build-costs from £2,500 to £4,000 per square metre.
- Labour costs are also increasing, and there is a labour shortage in this area of work.

- Interest charges are increasing generally, so a development company financing the work by borrowing is becoming more expensive.
- The whole cost of the Community Facility has to be absorbed within the development costs.
- The cost of any extraordinary Highway Works also has to be absorbed within the development costs.

Period of Development

The development will take a number of years to come to fruition as smaller developers will build at a slower rate than the larger ones. They will also have to build at a rate that matches the speed that they can sell the properties. Managing the **Cash-flow** is absolutely one of the major issues a developer has to be aware of.

Technical Issues

There are still a number of matters that the Church Commissioners have to iron out before the final version of the project can be agreed.

- Highways – the further work by Pell-Frischmann has to be agreed with DCC Highways with a solution that can be accepted by all, without it sinking the project financially.
- Biodiversity – there are still some questions about whether the proposed solutions are the best solution for this site, including those for BNG.
- Open Spaces – CCs have questions to solve regarding the open space provision on site.

Community Facility

Taking all of this into account, the concern is that the expectation of having an up and running Community Facility before anything else is done is unrealistic.

- With the Community Facility (CF) being on the business section of the site, but being funded by house sale income the separation of the two aspects between two different developers poses challenges.
- If provided at the beginning of the development the CF is in danger of being built, isolated and unusable for some time – this would only be avoided by having the business car park laid out, the site serviced (water, electricity etc) and the access signed off before anything else was built.
- This would mean that the Parish Council would be handed something on a building site which it could not let out to users for potentially two or more years. This would potentially be a drain on PC finances.
- In addition, this would require the developer of the housing part of the site to fund the whole cost of the CF (£500,000+) with no sales income from the site at all for possible 2 years which is not viable for developer cash flow reasons.
- The conclusion is that the CF provision needs to come later in the build process with its provision guaranteed with a legal contract involving the Church Commissioners and the developer(s).

This report was **noted**. It was clear that this information would mean that the NDO document would need to be revised to reflect the practical problems that might mean the Community Facility would be provided, but only when it was viable to do so.

23/105 YELLOW-LINING

This had been discussed earlier in the meeting with County Cllr. Gent (see 23/103 above) which had followed an acknowledgement by the highways staff that an alternative would be found. The parish council now supported the revised scheme.

23/106 EXETER INN LAYBY



The continual mess occurring in the layby as a result of fly-tipping is unacceptable. Cllr. Wheeldon had taken pictures of the waste at the layby which included used toilet roll and other undesirable things.

Following discussion it was agreed that the clerk would write a strongly worded email to the District and County Councils to do something about the problem caused by the drivers of the many commercial vehicles parked in the layby for long periods. The suggestion of restricting parking would once again be made, and a further offer of erecting height barriers would be made.

23/107 St MICHAEL'S HILL CAR PARKING

The clerk had been told that the proposal for the use of the green verge as a car parking zone had been passed to the Housing team at EDDC, who were considering it and would be coming back shortly.

23/108 DEFIBRILLATOR

Cllr. Collier had contacted the DPD representative about this and was awaiting a response. It was pointed out that the Lions Club had funds for this which would pay for up to 50% of the cost. This was noted and would be taken on board if the full cost of the installation is not found by DPD.

23/109 COMMUNICATION WITH THE CLERK

Cllr. Collier expressed concern that he had experienced difficulties in getting contact information from the clerk in relation to the DPD offer of the provision of the defibrillator. The clerk acknowledged that this had appeared to be a 'blind spot' and apologised for the delay.

23/110 INTERNAL AUDIT

On a proposal by Cllr. Wheeldon, seconded by the Chairman it was **Resolved** to accept the Audit Plan proposal submitted by Mulberry & Co for this year's Internal Audit.

23/111 BANK RECONCILIATION

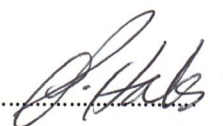
On a proposal by Cllr. Wheeldon it was **Resolved** to approve the 28th February 2023 Bank Reconciliation statement.

23/112 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- a) To receive the attached statement of Receipts and Payments compared to Budgets for the period from 1st April to 28th February 2023.
- b) To receive the attached statement monitoring progress of the spend against available grant for the NDO/NP project.

23/113 RECEIPTS & PAYMENTS SCHEDULE

To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:



PAYMENTS

Payment to	Services	Amount £	Payment No.
2022/2023			
Carter Tech t/a Fone Revive	Replacement Mobile Battery	30.00	Card
RJ Martin	Travel Expenses	50.00	2223-23
J Hales	Handles for Noticeboard	12.95	2223-23
RJ Martin	Clerk's Salary March 2023	940.12	2223-24
DCC Pension Fund	Pension Contributions	321.66	2223-24
HMRC	Tax Deduction	290.87	2223-24
Zoom	Access March 2023	7.19	Card
Vodafone	Mobile Phone March 2023	10.62	DD
AK Architects	NDO Design work	4,896.00	2223-25
Modicum	NP/NDO Final Work	2,125.00	2223-25
MNR Mowers	Fuel	46.50	2223-25
AVAST	Computer Clean-Up	54.99	Card
AVAST	Premium Security	64.99	Card
Royal Mail	Postage Online	2.05	Card
The Black Horse Inn	Room Hire	18.95	Card
SLCC	Annual Subscription (Shared)	279.00	Card
2023/2024			
RJ Martin	Clerk's Salary April 2023	940.12	2224-01
DCC Pension Fund	Pension Contributions	321.66	2224-01
HMRC	Tax Deduction	290.87	2224-01
Zoom	Access April 2023	7.19	Card
Vodafone	Mobile Phone April 2023	10.62	DD

RECEIPTS

Receipt from	Services	Amount £	Method
2022/2023			
None			

23/114 PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
23/0001/EIA	Land East Of Antiques Complex Adjacent To Harrier Courtys Clyst Honiton	Screening opinion for proposed converter station (Rockbeare Parish Application) Decision: To support Rockbeares response
23/0143/FUL	Unit 35 Skypark	Change of use to unfettered class E

	Clyst Honiton Exeter EX5 2FL	Decision: No comment
22/2000/MRES	Land North of Tithebarn Green Phase 3	Reserved matters application (access, appearance, landscaping, layout and scale) for the construction of 135 dwellings including affordable housing, landscaping and associated site infrastructure. Subsequent application to Outline permission 17/1019/MOUT which was accompanied by an Environmental Statement. The proposal seeks the discharge of conditions 6, 7, 9, 11, 12, 13, 20, 21, 23, 24, 25, 28, 36 and 37 of the Outline planning permission. (Amended Plans- Broadclyst Application) Decision: To support Broadclyst's response

23/115 DATE OF NEXT MEETING

The next scheduled meeting of Clyst Honiton Parish Council is on Wednesday 19th April 2023, at 7pm at the Church Bell Tower.

23/116 MEETING CLOSURE

The meeting closed at 9.35pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST