

Clyst Honiton Parish Council



There was a remote meeting of Clyst Honiton Parish Council on Tuesday 8th September 2020 at 7.00pm held on ZOOM

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

Also Present: Janvrin Edbrooke (NP/NDO Steering Group); County Councillors Ray Bloxham and Sara Randall Johnson; District Councillor Eleanor Rylance; Graham Williams (Clyst Honiton Parochial Church Council).

In attendance: Rob Martin, Clerk

No members of the general public:

MINUTES:

21/062 APOLOGIES

Apologies were received from Janvrin Edbrooke (NP/NDO Lead); District Councillors Ray Bloxham and Sarah Randall-Johnson.

21/063 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

No declarations were made.

21/064 MINUTES

The minutes of the Parish Council meeting held on 11th August 2020 were **Agreed** as a correct record and would be signed by the Chairman when the situation allowed.

21/065 COUNCIL REPORTS

a) Clerks Report

The Clerk's report and Action List were **noted**.

b) NDO/NP Lead Report

The following report was presented by Janvrin Edbrooke:

NEIGHBOURHOOD PLAN

1. Reg 14 Draft NP:

- a) The Reg 14 NP draft is now complete. I envisage that there will be some further amendments to be done once I have had the document back from the Councillors and EDDC.
- b) My thanks to steering group members who read sections and a big thank you to Keith Walters who acted as editor and helped to get to its final version.
- c) Tonight, the PC will vote to adopt the Draft Reg 14 NP.
- d) The next stage for the NP is to go out to Reg 14 consultation. This is when the Draft is commented on by members of the Parish and other public and statutory consultees. The NP and NDO will go to Reg 14 consultation at the same time.

e) The NP Document and Appendices can now be uploaded onto the website, and the website will need to be updated.

Recommendation 1. For Council to Note.

Noted

Recommendation 2: For Council to agree to update and uploading documentation to the website.

On a recommendation by Janvrin Edbrooke, it was Agreed that the documentation should not be uploaded until the Regulation 14 consultation was launched

2. Reg 14 Consultation:

a) All expenses for this phase are to be covered by a Locality Grant. The NP steering group will meet to design the Reg 14 consultation process and prepare expenses so a Grant Application can be made to Locality in advance.

Recommendation 3. For Council to note

Noted

NEIGHBOURHOOD DEVELOPMENT ORDER

The NDO will be reported in a separate section to provide clarity between the NP and NDO

3. NDO Assessment Update

ASSESSMENT	UPDATE
Noise Assessment (Bickerdykeallen)	This has been completed and was sent to EDDC for approval. EDDC Report still due
Transport Assessment PellFreishmann CC)	This has been completed. Church Commissioners have asked for further detail to be provided. CC to send report when extra detail has been collated.
Desk Based Archaeological Assessment DBA (Locality)	This is presently taking place Dave Chapman will send on the report
Geophysical Archaeology Survey (Locality)	To be determined based on DBA Outstanding
Environmental Impact Assessment (AECOM)	Sent to EDDC EDDC deadline 28/8/20 Final outcome outstanding
Strategic Environmental Assessment (AECOM)	SEA scoping done NP draft sent to AECOM Final outcome outstanding

All assessments that are required are in place or are outstanding. No further technical work is required beyond that listed above.

Recommendation 4. For Council to note

2. NDO Document: This is a very technical document that will be co written by Modicum Planning and JE.

3. NDO Indicative Masterplan: when all assessments are concluded an Indicative Masterplan will be drawn up.

4. Land Deal: Before the tendering process the PC is to have agreed on land deal. This work will be done by the PC, Dave Chapman and the CC. This is PC led work

5. Tendering Process: Once the indicative master plan has been drawn up and land deal sorted the CC charity status tendering process can begin.

6. **The Final Masterplan:** With a developer on board a final master plan can then be drawn up and the NDO document finalised.

Recommendation 5. For Council to note points 2- 6

Noted

7. NDO legislation: This is straight from the Locality Website.

Submitting the NDO and CRtBO

What needs to be submitted?

The submission of an order proposal must include:

- A map identifying the land to which the order proposal relates
- A definition of the development to which the order proposal relates, including any supporting documentation and plans
- A consultation statement saying who was consulted, how they were consulted, what were the main issues and concerns arising from the consultation, and how the order addresses those issues and concerns
- An archaeology statement, if required
- A statement explaining how the proposed order meets the basic conditions
- In the case of a CRtBO, details of any enfranchisement rights which it is proposed will not be exercisable.

The basic conditions statement provides an opportunity to explain how each of the basic conditions has been considered, referencing relevant evidence.

The local authority's role

The NDO or CRtBO proposal must be submitted to the local planning authority, which will then check that proper procedures and consultation has been carried out in the preparation of the order. The local planning authority will then publicise the order to bring it to the attention of people in the area, and consult certain national bodies.

Once the order is made, development that is permitted under an NDO can take place without having to apply for planning permission. However, if the order is subject to conditions or limitations, then an 'approvals application' may have to be made to the local planning authority to confirm that each development proposal satisfies the relevant conditions or limitations.

Proposed development that does not fit the description, plans, conditions and limitations of an NDO or CRtBO would need to be amended to fit, or would need to be submitted using the conventional planning application process.

It is envisaged that the NDO will be a Full Planning application subject to conditions/limitations.

Recommendation 6: For Council to note

Noted

8. Locality NDO Grant Money update.

CLYST HONITON PARISH COUNCIL

NDO & NP Grant Funding Monitor

10-Mar-20

Element of Work	Expertise Required	Locality Grant	Other Grant	Total Grants	Orders Placed	Spend to Date	Remaining Grant	Agency
		£	£	£	£	£	£	
Noise Assessment		13,300	-	13,300	13,300	5,200	8,100	Bickerdike Allen Partners
Commercial assessment		1,500	-	1,500	1,500	1,050	450	Stretton Creber
Housing Needs Survey		2,600	2,302	4,902	2,302	-	4,902	Devon Communities Together
NDO Masterplan development (RIBA 3/4)	Architect to include initial transport assessment considerations	13,770	-	13,770		-	13,770	LED Architects
Planning Consultant	Support to draft NDO conditions and healthcheck	5,000	-	5,000		-	5,000	Rachel Hogger
NDO proposal for delivery, Business planning and support around Eol for developers and community facility		2,500	-	2,500		-	2,500	5 days at £500 per day plus VAT
Legal Fees		6,500	-	6,500		-	6,500	Simon Sander Anderson
TOTAL		45,170	2,302	47,472	17,102	6,250	41,222	

- 1.Noise Assessment Work- completed final payment can be paid
2. Completed paid (with money over)
3. HNS 2600 to be available for other NDO work Geophysical survey
4. Indicative master plan will start once all assessments are received
5. Planning consultant work on draft start in Oct and re commences once indicative plan and developer on board.
6. Business Planning developers / community facility PC
7. Legal fees PC

Recommendation 7: For Council to note

Noted**c) Village Maintenance**

Councillor Mike Muir reported that he had not undertaken any litter-picking since the start of the Covid lockdown, but he had increased the playground inspection to twice a week because of the increase in use it is now getting.

He had re-installed the zipwire seat, re-tensioned the wire and the sign indicated by the Clerk's Risk Assessment on the launching problem. He had also installed circlips to the crossbeam to reduce any further splitting in the wood.

There was a potential winter project was the offer of some donated wood with which he would like to make some benches to be placed on the edge of the Recreation Ground. The Clerk would work with Mike to understand the proposal and carry out a Risk Assessment before coming back to the Council with a firm project.

He also reported that the litter bin near the Duke of York was being used for domestic waste. County Councillor Ray Bloxham suggested contacting Street-Scene at EDDC to see what can be done.

Councillor Gary Collier expressed concern about the lack of response being experienced with Playforce over the standard of service provided, believing that all of the nut tightening and adjustments being done by Councillor Mike Muir should have been done by the company. A discussion about where the relevant responsibilities lay between the contractor and the parish council, the Clerk undertook to write to the senior management of Playforce to express concerns about this.

The Chairman then closed the meeting to allow the District & County Councillors and members of the public to report on their issues.

21/066 PUBLIC AND OTHER BODIES' SESSION

Devon County Council

County Councillor Ray Bloxham had already circulated three reports on DCC's position on the Climate Emergency, School Transport and the Speed Policy Review Update. He had nothing further to add, except that the School Transport service had delivered 99% of pupils successfully despite the current problems and constraints.

County Councillor Sara Randall-Johnson added that there been 81 confirmed cases of Covid and just one death in Devon. She also encouraged people to visit the new Royal Devon and Exeter Hospital website.

East Devon District Council

District Councillor Eleanor Rylance confirmed East Devon's withdrawal from the Greater Exeter Strategic Plan (GESP) group and that the review of the East Devon Local Plan would be speeded-up as a result. The need to provide 850 homes would remain for EDDC, but this would not be done under the auspices of GESP. She also highlighted the current consultation on the draft White Paper on planning policies, which would reduce local consultation.

Clyst Honiton PCC

Graham Williams reported on behalf of the PCC on the effect of the Covid 19 restrictions. The result had been that there had been no church services as such, although the church was available for private prayer. The church was short of both clergy and funds, and the PCC AGM was to be held on Monday 14th September to decide what to do about this. The combination of having the quinquennial inspection (at a cost of £400) of the church by the diocese, which had identified work to be done on the building, a lack of money being received and the need to pay £200 per month to the diocese was reducing reserves quickly. The parish organisation had removed Pinhoe from the group containing Clyst Honiton, but had included both Rockbeare and Whimble churches instead. There was no doubt that Christmas was going to be quiet for the church.

The Chairman then reopened the meeting

21/067 CLYST HONITON NEIGHBOURHOOD PLAN

The final draft of the complete Neighbourhood Plan had been circulated to councillors and the Steering Group had recommended adoption by the Parish Council. A number of minor changes had been identified and had now been incorporated into the document.

On a proposal by Councillor Gary Collier, seconded by the Chairman, it was unanimously **Resolved** to adopt the Neighbourhood Plan, as adjusted for the Regulation 14 consultation stage of the process.

The Parish Council expressed how grateful it was for the work done by the Steering Group, and Janvrin Edbrooke in particular in order to reach this threshold with the Neighbourhood Plan.

21/068 CLYST HONITON NEIGHBOURHOOD DEVELOPMENT ORDER (NDO)

Janvrin explained that there was a need to conduct further survey and other work to get the NDO to the Regulation 14 stage and that there would be a need for finance to achieve this. On the basis of this, on a proposal by the Chairman, seconded by Councillor Mike Muir, it was **Resolved** to commission the further work and transfer the duplicate grant funds (£2,600) secured for the Housing Needs Survey to cover the cost of some of the additional work still to be done.

21/069 ZIPWIRE

The Clerk had circulated a report on the complaint made on social media about the difficulty of safely mounting the seat. The action taken by the Clerk was unanimously **supported** by the Parish Council, that being:

- a) Undertake a Risk Assessment of the problem and take action on the suggested outcomes. These were,
- b) Place a sign at the mounting table indicating that care should be taken
- c) Place a suggested age limit on the use of the zipwire
- d) Suggest supervision of primary school age children
- e) RE-tension the wire.

This action had been taken, and the Clerk was thanked for the urgency with which he addressed the problem.

21/070 MEMORIAL GARDEN

The Clerk had circulated a report on his investigations in relation to securing the supply of two benches for the proposed recycled plastic memorial garden. He had produced prices from 5 different companies for seats. It was **Resolved** to:

- a) Look to produce a memorial garden in the Recreation Ground
- b) This would include two benches and a raised flower bed
- c) As phase 2, there might be a 'Boat Flower Bed'
- d) There would be a memorial sign commemorating the anniversary of the cessation of World War 2.
- e) The Seats to be purchased would be the TDP Riber, at £730 for the two.
- f) Fixing would be by means of fixing kits that would be sunk into concrete at each foot.
- g) Funding would be sought from the DCC Community Funds and from Amazon.

21/071 WEBSITE ACCESSIBILITY STATEMENT

The Clerk outlined the current position whereby its website should be compliant by the deadline of 22nd September 2020 and should have an accessibility statement published explaining its position anyway. The Clerk had written an accessibility statement which would be published by the due date, but he had also requested assistance from Clystnet on what would be involved in making the site accessible. This course of action was **Agreed** by the Parish Council

21/072 CLERK'S SALARY AWARD 2020

The Clerk had circulated a report on the effect of the recently published pay award for parish clerks. On a proposal by Councillor Mike Muir, seconded by the Chairman it was **Resolved** to the salary for the Clerk to be increased in line with the published grades, of which he was on Spinal Column Point 17, for 20 hours a week. This results in an overall annual salary of £13,239, which was applicable from 1st April 2020.

21/073 BANK RECONCILIATION

The 31st August 2020 Bank Reconciliation statement was **Noted** and would be signed as a correct record when circumstances allow.

21/074 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- a) The attached statement of Receipts and Payments compared to Budgets for the period from 1st April to 31st August 2020 was **Noted**. Councillor Sean Wheeldon expressed concern that the Stationery & Consumables Spend was more than 50% of its budget only 5 months through the year. The Clerk assured Council that this budget would not be exceeded.
- b) The attached statement monitoring progress of the spend against available grant for the

NDO/NP project was **Noted**.

21/075 RECEIPTS & PAYMENT SCHEDULE

The payment of the invoices on the schedule below was **Verified** for the period since the last meeting:

Payee	Services	Amount £	Payment No.
2020/2021			
Vodafone	Mobile Phone	22.07	Direct Debit
Zoom	Meeting Access	13.49	DC2106
Information Commissioner	Annual Fee	35.00	Direct Debit
Microsoft	One-Drive Access	59.99	DC2107
RJ Martin	Salary September 2020	963.44	202026
DCC Pension Scheme	Pension Contrib.	332.66	202026
HMRC	Tax/NI	307.88	202026
Amazon	Metal Hoops for Zipwire	7.99	202025
MNR Mowers Ltd	Mower Maintenance	39.98	202025

Items in **bold** will be made following the meeting.

21/076 PLANNING APPLICATIONS

The following Planning Application decisions and comments were unanimously **AGREED**:

Reference	Location	Proposal
20/1773/MRES	Plots 11& 12 Skypark, Clyst Honiton	Reserved matters application (access, appearance, landscaping, layout, scale) pursuant to the outline planning permission ref: 06/3300/MOUT for the construction of 35 business/light industrial commercial units, including a café, parking and servicing, landscaping, accesses (both temporary and permanent); the discharge of conditions 2, 10, 14, 15, 29, 31, 36, 45 and 47 of planning permission 06/3300/MOUT relating to plots 11 and 12. Decision: No comment
20/1852/FUL	Site Of New Community (Phase 1) Broadclyst Cranbrook	Erection of sales centre located at Cranbrook Phase 1. Sales centre to be in use for 4 years (Renewal) Decision: No comment
20/1888/ADV	SW Ambulance NHS Foundation Trust Assoc	1no. non-illuminated sign

	Skypark Clyst Honiton Exeter EX5 2FL	Decision: No comment
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21/077 DATE OF NEXT MEETING

The next scheduled remote meeting of Clyst Honiton Parish Council is on Tuesday 13th October 2020, at 7pm.

21/078 MEETING CLOSURE

The meeting closed at 9.00pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST