

## Clyst Honiton Parish Council

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There was a remote meeting of Clyst Honiton Parish Council on Tuesday 9<sup>th</sup> February 2021 at 7.00pm held on ZOOM

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

**Also Present:** Janvrin Edbrooke (NP/NDO Steering Group); County Councillor Sara Randall Johnson.

**In attendance:** Rob Martin, Clerk

**No members of the general public:**

### MINUTES:

**21/135 APOLOGIES**

Apologies were received and accepted from Councillor Mike Muir, District Councillor Eleanor Rylance & County Councillor Ray Bloxham.

**21/136 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)**

No declarations were made.

**21/137 MINUTES**

On a proposal by Cllr. Harrison, seconded by Cllr. Collier, the minutes of the Parish Council meeting held on 12<sup>th</sup> January 2021 were unanimously **Agreed** as a correct record and would be signed by the Chairman when the situation allowed.

**21/138 COUNCIL REPORTS**

**a) Clerk's Report**

The Clerk's report was **noted**.

**b) NDO/NP Lead Report**

The following report was presented by Janvrin Edbrooke:

### NEIGHBOURHOOD PLAN

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1. **Reg 14 Draft NP:**

- a) The Reg 14 policies continue to be updated.
- b) Checking the final document for formatting, numbering, appendices etc
- c) To add a section about emerging EDLP as recommended for the Farringdon NP by their examiner:

**It should be noted that EDDC are embarking on a review of the adopted EDLP. It is envisaged that a draft Plan could be submitted by March 2023 and adopted by February 2024. Appendix Z provides a table in which the Clyst Honiton Neighbourhood Plan policies are compared with the Issues and Options Document. This document was prepared and submitted to EDDC Issues and Options consultation which closed in March 2021.**

**Recommendation 1.** For council to discuss and agree on the inclusion of a section on the emerging LP in both NP and NDO documents.

**Decision:** It was unanimously **Agreed** that there should be reference in both the NP and NDO documents to the emerging East Devon Local Plan.

2. **EDLP Issues and Options Document Consultation: Closing Date March 15<sup>th</sup>**

The reasons for the decision to prepare a new Local Plan (to replace the adopted Local Plan 2013-2031) are:

- (1) the current Local Plan was adopted in 2016 and is now more than 5 years old (the trigger point for a formal review). It was also prepared under the previous version of the National Planning Policy Framework (NPPF), prior to its update in 2019. The findings of our review have indicated that there are a number of areas where the Plan is becoming out-dated.
- (2) The withdrawal of East Devon from the Greater Exeter Strategic Plan (GESP) and the discontinuation of the development of this proposed overarching statutory plan has highlighted the need to review/revisit the overall development strategy for the district.
- (3) The Issues and Options report can be viewed: [www.eastdevon.gov.uk/newlocalplan](http://www.eastdevon.gov.uk/newlocalplan) and we have also produced an online questionnaire that we would encourage you to fill out. We need to receive any comments by 12:00 noon on Monday 15 March 2021.
- (4) On the current timetable, a new Local Plan could be expected to be adopted in early 2024.
- (5) Neighbourhood Plans will need to take account of the emerging new Local Plan in their development (where not yet made or started) and a review of a made Neighbourhood Plan may be triggered.
- (6) Going forward, after this initial round of consultation, we are considering the possibility of setting up a focus group and/or holding a webinar (or other mechanism) to directly engage with neighbourhood planning groups/Qualifying Bodies. If you would be interested in participating if this opportunity was made available and have any suggestions/preferences for what we could focus on or how the engagement might best work, I would be grateful if you could let me know by reply by **15<sup>th</sup> February**.
  - A) There is time for this to be an agenda item at the next PC meeting.
  - B) In relation to point 4) As NP Lead I will reply in relation to how the CHPC NP is in conformity with the Issues and Options Document. This will be an evidence document which CHPC can refer to, to show how the CHPC NP remains in conformity with the new LP. This document will be in the NP Appendix. I will present this at next months meeting.
  - C) Each Parish Council was sent an invite to be part of the NP process, this will need to be discussed and consideration as to who is going to be taking a lead on the NP going into the future. And who might be part of the NP focus group (closing date Feb 15<sup>th</sup>)

**Recommendation 2:** to discuss and agree on items A and C above.

**Decision:** On a proposal by the Chairman, seconded by Cllr. Collier, it was **Resolved** that councillors would consider this before the next meeting and decide on a Parish Council response then. The representative on the Focus Group would initially be Janvrin Edbrooke and when her involvement stops this would revert to the Clerk.

**Recommendation 3:** To note and agree point B) above.

**Decision:** On a proposal by Cllr. Collier, seconded by the Chairman it was **Agreed** that the suggested comparison would be on the next agenda.

3. **Community Infrastructure Levy (CIL):**

- A. At the EDDC Scrutiny meeting Feb 4<sup>th</sup> CIL was an agenda item. CH NP has projects which need to be funded by CIL. It is therefore critical to be up to date on the material being produced and district level discussions on this item. **(See attached Scrutiny Document)**
- B. As NP / NDO lead my role will cease once the Plans are made the Council needs to consider that I will not be in place and will not be able to provide the service of being the person who brings CIL changes and developments to the Council table.
- C. The NP has evidenced projects for:

**Infrastructure Project 1: Community Hub Building.**

- Furnish the inside of the Community Hub building to include technological infrastructures.
- Provide infrastructure for the designated public area outside the Community Hub building.

**Infrastructure Project 2: Bypass Site.**

- Planting and infrastructure for the community open space area.
- Provision of fenced toddler play area with seating for adults.

**Infrastructure Project 3: Enhancement of Clyst Honiton Village Streetscape:**

Masterplan the street scene of the Clyst Honiton village road:

- to improve parking
- to improve access of Ship Lane,
- to green the street with planting.
- to improve the public realm by providing a Village focal point using Church Commissioners' land to provide a central community space.
- Landscape and planting of the area at Airport End of Village Road

**Infrastructure Project 4: River Clyst Park**

- Provide community infrastructure in the River Clyst Park. (see Policy NE4)
- Tree planting alongside River Clyst.

**Infrastructure Project 5: Green Ring Public Access Route.**

- To provide a permissive footpath and necessary infrastructure (A 30 side of the Village) to link in with Green Ring Route around the Clyst Honiton Village (see the GIS Policy )
- To provide access structures and signage of Green Ring Route.

These projects will be able to pull down CIL funding from the development allocated in the NP area but there might well be the need to find extra funding to cover the costs.

There is another EDDC CIL pot which community projects can apply for. How this pot can be accessed is critical in successful bids (See Strategic doc)

CIL although very central to funding community projects, there is a need for delegation and expertise in sourcing match funding.

**Recommendation 4: For Council to note A**

**Recommendation 5: For Council to discuss and agree on Item B.**

**Recommendation 6: For Council to discuss and agree on item C.**

**Decision:** On a proposal by the Chairman, seconded by Cllr. Harrison it was **Resolved** that the Clerk would take the lead on these matters and ensure that any money available to achieve the required infrastructure improvements would be accessed and that he would make immediate contact with relevant officers to ensure the project list above would be promoted for support.

## NEIGHBOURHOOD DEVELOPMENT ORDER

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

### 1. NDO Assessment Update

ASSESSMENTS (Tbc in blue)	UPDATES (Green sections to be noted)
Noise Assessment (Bickerdykeallen)	Completed. EDDC have approved the noise assessment report.
Transport Assessment PellFreishmann CC)	Only Assessment not received. CC written to and no response follow up triggered
<b>Desk Based Archaeological Assessment</b> <b>Geophysical Archaeology Survey</b>	Completed
Environmental Impact Assessment (AECOM)	Completed.
Strategic Environmental Assessment SEA (AECOM)	Completed. Report concluded no recommendations. However, as EDDC changed policies these will need be sent to AECOM to see if the SEA document needs to be updated.
Habitats Regulation Assessment (HRA) AECOM	This is being carried out by AECOM and the work has begun. It will not be completed until the NDO document is finalised.
Ecology Survey Reid Burton	Completed

**Recommendation 7. For Council to note.**

**Decision:** Noted

### 2. **NDO Grant:**

- This is to be spent by March 31<sup>st</sup>.
- Dave Chapman is requesting an extension as Covid 19 has severely affected the NDO assessment process. Looking for an extension to June.

#### **IMPLICATIONS**

- A. Urgency for pressure to be put on Church Commissioners. For Transport assessment.
- B. For the PC to finalise Community Hub building floor plans and outdoor plans.
- C. For PC to draw up a legal agreement with the CC.
- D. Architect to commence master plan work.
- E. Rachel Hogger to complete the NDO document.

#### **Timelines:**

**March /April :** Masterplan including Community Hub floor plan outdoor area and legal agreement with CC to be in place

**May:** NDO document completed

**May / June** Health check for NP and NDO

**June / July :** Reg 14: not able to do consultations in August so if late this will be delayed until Sept.

**Recommendation 8: For Council to note and to discuss a grant contingency plan and to discuss timelines.**

**Decision:** Noted, and the Clerk outlined the existence of more than £20,000 in Reserves earmarked for this very purpose.

**F. EDDC Table and issues**

East Devon provided JE with an NDO table of requirements. This table is being updated and shared regularly. The Table is attached.

**Recommendation 9 :** For council to discuss and agree with information to date and to note that this is sent to EDDC and the Church Commissioners.

**Decision:** on a proposal by the Chairman, seconded by Cllr. Collier, it was **Resolved** the table of requirements was appropriate and that the Parish Council should be sent a copy each time it was updated.

**c) Village Maintenance Report**

The Clerk read a report supplied by Cllr. Mike Muir on the work he had done since the last meeting, the contents of which were as follows:

- Regular weekly checks had been done on the play equipment.
- He had tightened up the swings and ensure all connections are tight.
- He was surprised about how much people are using the field in general.
- There were 3 planters in need of replacing and he had sent a list of materials to the Clerk for pricing. Materials to be used have a much longer life span. As materials used previously were all re cycled, it was now realised this was a big mistake. See minute 21/141 below.
- It is now time of year for servicing of machines same as last year. This will be arranged when company open.
- Shrubs for memorial planter will be done nearer the spring.

**d) Other Councillor Reports**

No further reports were offered.

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

**21/139 PUBLIC AND OTHER BODIES' SESSION**

**East Devon District Council**

No District Councillors were present.

**Devon County Council**

County Councillor Sara Randall Johnson stated that she had circulated a report on the latest Covid position and had little further to add. If anything else was to crop up would everyone please feel free to contact her.

**Public Questions**

There were no members of the public present.

***The Chairman then reopened the meeting***

**NDO CLYST HONITON NEIGHBOURHOOD DEVELOPMENT ORDER**

**21/140** The Clerk had circulated a report that focussed on the delivery of the community facility. Councillors questioned the Clerk on the current position on the provision of a gym on the site and were told that this was still a possibility. The important matter was to take steps to ensure that the delivery of the community facility took place and that if the gym was also provided this would be a bonus.

The situation was that the parish council would be handed the facility by the Church Commissioners as part of their contract for the whole site. The Church Commissioners would be encouraged to contact the gym owners, and the Parish Council would support its provision, but this would have to be judged on the relative returns to them of the two options. (ie with or without the gym). The Parish Council cannot insist on its provision, just hope that it can be provided.

The first step was to ensure that the Church Commissioners knew exactly what the Parish Council was expecting and that a specification should be written as soon as possible.

It was unanimously **Agreed** that the Clerk should make contact with the Church Commissioners and determine what they required, draw up a specification and even use the Architects to provide a drawing of the community's requirements using a small amount of the Locality grant. It was hoped that by corresponding with councillors by email over its contents a specification would be available for approval at the next meeting. In addition, the Clerk would start the drawing-up of a formal contract between the Parish Council and the Church Commissioners to ensure that the development delivered what was required.

#### **21/141 REPLACEMENT FLOWER BEDS**

The Clerk had circulated a report based on conversations with Cllr. Muir in which three of the current flower containers around the village had started to rot. Cllr. Muir believed that these needed to be replaced and he was prepared to make the replacements from timber. He had specified the timber and equipment he required to make the containers and identified a possible source, Blamphayne Sawmills at Honiton. The result was that the cost of the replacements would be around £325, which included the purchase of a chop saw.

The Clerk had also investigated the possibility of replacing the containers with ready-made ones from WoodBlocx, the supplier of the raised memorial bed, and the price for the same size beds would be £612.

On a proposal by the Chairman, seconded by Cllr. Harrison it was **Resolved** to carry on with the current beds and reconsider the matter in the following financial year. £300 would be reserved from the 2020/21 financial year and a further £300 earmarked next year, with a view to acquiring ready-made containers in 2021/2022.

#### **21/142 CRANBROOK BOUNDARY EXPANSION**

The council considered the proposal being put forward for the Cranbrook boundary to be extended into the surrounding parishes.

The general feeling was that there was a sense of inevitability about this, but that the expansion should be resisted. It would affect the other local parishes more than Clyst Honiton.

It was **Agreed** that the Chairman would attend any further meetings on the matter and report back as and when the situation develops.

#### **21/143 ANNUAL MEETING ARRANGEMENTS 2021**

The Clerk had circulated information about the potential ending of the ability to hold council meetings remotely, the deadline for which was 6<sup>th</sup> May 2021 and had asked whether this should affect the date of the upcoming annual meetings for Clyst Honiton.

It was **Agreed** that the potential for having to revert to physical meetings should not change the way the parish council operated and that there was no need to bring the meeting forward for this reason. The Chairman however, had indicated that she would be unable to attend further Tuesday meetings, so it was **Agreed** that the meeting schedule should be changed to hold meetings on the second Thursday of each month going forward.

On this basis, the future meetings would be held on 11<sup>th</sup> March 2021; 8<sup>th</sup> April 2021; and the Annual meetings on 13<sup>th</sup> May 2021. The Clerk would draw up a revised schedule of meetings taking this change into account.

#### 21/144 BANK RECONCILIATION

The 31<sup>st</sup> January 2021 Bank Reconciliation statement was **Noted** and would be signed as a correct record when circumstances allow.

#### 21/145 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

- The attached statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April to 31<sup>st</sup> January 2021 was **Noted**.
- The attached statement monitoring progress of the spend against available grant for the NDO/NP project was **Noted**.

#### 21/146 RECEIPTS & PAYMENT SCHEDULE

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

##### PAYMENTS

Payee	Services	Amount £	Payment No.
<b>2020/2021</b>			
Vodafone	Mobile Phone	22.07	Direct Debit
Zoom	Meeting Access	14.39	DC2107
Burton Reid Associates	Ecological Survey	2,170.50	202037
SUMO Services Ltd	Geophysical Survey	1,800.00	202035
The Payroll Bureau	Payroll	21.24	202035
Modicum Planning	NDO Planning Support	1,400.00	202035
Plandscape	Grass Cutting (Oct 2020)	44.11	202035
RJ Martin	Salary February 2021	851.99	202036
DCC Pension Service	Pension Contrib	293.47	202036
HMRC	Tax/NI	259.66	202036

##### RECEIPTS

Payee	Services	Amount £	Payment No.
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<b>2020/2021</b>			
Groundwork UK	Geophysical Survey Grant	1,500.00	BGC

Items in **bold** were made following the meeting.

## 21/147 PLANNING APPLICATIONS

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

Reference	Location	Proposal
20/2755/FUL	Lidl Distribution Centre Chillpark Brake, Clyst Honiton, EX5 2FU	Provision of a new footpath  <b>Decision: Support</b>
20/2856/PDO	Unit 14 McBains Business Units, Exeter Airport, Clyst Honiton, EX5 2BA	Prior approval of proposed change of use from Class B1 (office) to Class C3 (dwelling house)  <b>Decision: Object</b> , on the basis that all changes from employment to residential should be resisted, from the policies of the emerging Neighbourhood Plan and the Local Plan Strategy 32
21/0175/MRES	Skypark, Honiton Road Clyst Honiton	Reserved matters application (access, appearance, landscaping, layout, scale) pursuant to the outline planning permission ref: 06/3300/MOUT for the construction of a new manufacturing facility, landscaping, car parking, yard space and associated infrastructure  <b>Decision: Neutral</b> or possibly <b>Object</b> on the basis that this is just what was expected on this site, although the extent of the proposed manufacturing would mean more noise and light pollution. The Clerk would confirm with councillors before the next meeting which was the final position.

## 21/148 DATE OF NEXT MEETING

The next remote meeting of Clyst Honiton Parish Council is to be on **Thursday 11<sup>th</sup> March 2021**, at 7pm.

### Please note the change of date

It is likely that future meetings will be set for the second Thursday of each month from here on, to accommodate the ongoing unavailability of the Chairman on Wednesday evenings.

## 21/149 MEETING CLOSURE

The meeting closed at 9.11pm

Signed:.....

Print:.....

Date:.....

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST**

DRAFT