

NP/NDO Steering Group, Meeting at 7.00pm by Zoom

2nd September 2020

Notes of the Meeting

Present: Rob Martin; Lynne Askew; Janvrin Edbrooke; Gary Collier; Nick Pring; Keith Walton.

1. Welcome and Apologies

Apologies were received from Dave Chapman, Grant Harrison & Suzanne Hales.

2. Minutes from Previous Meeting

The minutes of the last formal Steering Group meeting, on 23rd January 2020, were agreed as a correct record.

It should be noted that the conclusions of the last meeting were a long way behind what has happened in the interim. Various combinations of the people in the Steering Group have subsequently been working on the draft document now being considered, and due to the effect of the Covid 19 lockdown this has been done by email circulation rather than by holding meetings.

The survey work subject to Locality grant funding has also been commissioned as and when appropriate, in the meantime.

3. Neighbourhood Plan

A draft Neighbourhood Development Plan had been circulated to all members of the Steering Group, for which approval was being sought to be put out for Regulation 14 consultation. This version of the plan had been drawn together by Janvrin Edbrooke and Keith Walton in conjunction with comments and submissions from other members of the Steering Group as and when each section was prepared.

The aim of this item was for the Steering Group to adopt this version of the Neighbourhood Plan as the draft that would then be adopted by the Parish Council as its Regulation 14 version. The Parish Council, East Devon County Council and the Church Commissioners had all received this version of the plan.

Lynne Askew had been reading-over the plan and had identified some minor corrections to be made, and she would let Janvrin have these in time for them to be incorporated into the version adopted by the Parish Council, hopefully at its meeting on 8th September 2020.

Keith Walton indicated that from page 63, the paragraph numbering had gone wrong and this needed to be sorted out before the final draft could be forwarded to the Parish Council. He also identified other errors in numbering and highlighting that need to be corrected.

The Steering Group unanimously agreed that these changes should be made.

On a proposal by Nick Pring, seconded by Gary Collier it was unanimously **AGREED** to adopt the adjusted plan and recommend adoption by Clyst Honiton Parish Council for Regulation 14 consultation.

4. Reg 14: Process

Consultation with the Public

It was necessary to decide how consultation with the community would be undertaken. This was important also to identify likely costs as these would be covered by a further Locality grant.

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The following methods of consultation were considered:

- a) Holding an Event
- b) A door to door drop
- c) Online consultation

Each of these were considered in turn.

Holding a Consultation Event – this involved firstly identifying where such an event would take place, what would be presented, the production of presentation boards and whether it was appropriate to hold a public event with necessary social distancing measures and whether this was achievable.

The conclusion of the Steering Group was that this would not be well attended, would be costly and expensive to undertake. It would not be practical to produce a separate board for 37 policies and would be confusing. As a result, this was **discounted** as an option.

A Door-to-Door Drop – this would involve the production of one item of A4 paper summarising what the plan was looking to achieve along with a short questionnaire asking for feedback. This would mean Steering Group members and councillors knocking at the door of all properties in the parish, hoping to make face-to-face contact with residents and answering questions and getting feedback.

The main requirement would be a well summarised *Executive Summary* of the draft plan, boiling it down to the main aims. This would be undertaken by Keith Walton.

It would be necessary to have copies of the draft document at various places within the parish, so that the document could be read, as a whole.

This was unanimously **Agreed** as one method by the Steering Group.

Online Consultation – it was **Agreed** by the Steering Group that the document would be available on the Parish Council Website, and that Rob Martin would look into the possibility of having a consultation response mechanism built into the site.

Rob Martin and Janvrin Edbrooke would determine the cost of each method of conducting a community consultation and make a grant claim to cover this.

5. Any Other Business

Lynne Askew asked whether there had been any feedback from Jurassic Fibre on the level of interest from within the village on the service being proposed. Rob Martin said he would ask the question and respond accordingly.

6. Date of Next Meeting

Tuesday 20th October 2020 @ 7pm at a venue to be arranged, or on Zoom.

Meeting closed 8.09pm

Rob Martin

6th September 2020