NP/NDO Steering Group, Meeting at 6.30pm at the Bell Tower, Clyst Honiton, 7th November 2019

Present: Rob Martin; Lynne Askew; Grant Harrison; Janvrin Edbrooke; Dave Chapman; Suzanne Hales

A pre-meeting discussion took place on the offer made by Fresha Ltd, in Kestrel Way, Sowton. It was decided that an approach be made to the owner to see if there was any chance of providing a satellite outlet in the Clyst Honiton facility.

1. Welcome and Apologies and Resignation

1.1 Apologies were received from Nick Pring and Dave Chapman. Gary Collier was absent, but had not been in touch.

1.2 Janvrin stated that Graham Williams had resigned, and she suggested that a card and small present be bought for him. This was agreed unanimously.

1.3 There would be a need to replace Graham with a new person, but they need to be doers, and not just sitting on the group. There were specific skills needed such as photography and mapping, perhaps.

1.4 Rob & Janvrin would work on an advertisement for the replacement(s) and would display it on the noticeboard, in the Clyst Chatter, at PC Meetings and on the Website.

1.5 More than one person could be invited to come onto the Steering Group. Someone with commercial experience would be very useful. Heidi Watson and Keith Walton would be possibilities, and these would be approached directly.

2. Janvrin's NDO Technical Update

Church Commissioners' Update

2.1 The topographical Survey sent to Church Commissioners (CC) in gif format, as agreed at the meeting with them

2.2 It was agreed that the expectation would be that CC would sort out the transport assessment, and pay for the further work. Janvrin would inform them that this was our working assumption.

Noise Assessment Report

2.3 There had been two quotations obtained for the site-specific noise assessment for the bypass scheme. These had been received from Bickerstaff Allen Partners (BAP) for £13,300 and EEC for £3,890. Concerns had been expressed that the accompanying summary of work to be carried out by EEC did not fully reflect the brief that had been issued, so they were requested to resubmit after talking to Janvrin and to Janice Wallace at EDDC to ensure that the job they were to carry out would provide robust data which could be used to ensure compliance with the policies.

2.4 BAP's submission remained as originally submitted. EEC's response, however, was to resubmit its quotation at 5.40pm this evening without apparently talking to either Janvrin or Janice and it was virtually unchanged from original. The first part of the details was changed, with no change in price, whereas the second part had no change in detail, but was just £800 higher.

2.5 After some discussion, the Steering Group were minded to recommend acceptance of the BAP quotation because the EEC bid still did not seem to be right and extensive enough. Dave Chapman had already included this in his analysis of the Locality grant application. The Steering Group recommendation was that Janvrin was to contact Janice Wallace at EDDC to check if EEC had followed the brief. The decision on the quotation acceptance would be made at PC meeting.

2.6 Dave Chapman confirmed that the Locality Grant (of up to £50,000 for the NDO) will come as cash to the Parish Council, which will reclaim the VAT. In addition, he informed the Steering Group that the Neighbourhood Plan Grant would come from a different Locality fund, and he believed that there was around £19,000 left in this.

2.7 Rob pointed out that the Invest In Devon (IID) grant already awarded by DCC of £21,100 had to be spent by the end of December 2020 and we should consider a total available of £71,100, not just £50,000, meaning that no compromise on this work was necessary.

2.8 Dave stated that, at the moment, he is struggling to commit the £50K, but he would ensure that all of the grant was claimed.

2.9 Rob suggested that a Brief and employing Architects to design the Community Facility early in the process would be a good use of the IID sum of £21,100.

2.10 Rob requested to see the grant analysis that Dave produced before it went to Locality, so that he would be able to properly account for it in the Parish Council accounts.

SEA, EIA & HRA Requirements

2.11 These assessments would be provided free of cost, provided directly by Locality using its consultants. In order to unlock these, it was necessary to get approval to the grant application being submitted by Dave.

Commercial Assessment

2.12 The Steering Group wished to undertake a commercial assessment for the Business Area in the development, to provide background evidence of the types of business and tenure were most in demand. Janvrin had obtained agreement with one company, Stratton Creber Commercial, interested in doing the survey, but other attempts had largely been unwilling to undertake this. She was expecting however a further quotation to arrive from Vickery Holman, hopefully before the upcoming Parish Council meeting

Neighbourhood Plan Update

2.13 Janvrin outlined progress made on writing the Neighbourhood Plan. She stated that the first two chapters were nearly ready and that the Policy chapters would be ready by the end November/December 2019.

2.14 There was discussion about the printing format of the document, which would have to be ready first at the Reg 14 consultation stage, but that there might be two further versions to eb produced at the Reg 16 (Inspection) and the final one to go to referendum. The conclusion was that the early iterations should be fairly straightforward, whilst the final one be produced as a glossy document. There would not be a need to produce that many of the final ones.

2.15 At the Reg 14 pre-submission stage there should be copies available on the parish council website, in the church, in the pubs, any shops etc within the community. There was a need to produce a Statutory version on the web only.

2.16 Dave Chapman will sort out grant to pay for the levels of production.

2.17 It was unanimously agreed that an Executive Summary produced, consisting of the policies mainly, with a copy of this put through every door in the parish. This would indicate where full versions were available.

2.18 Janvrin took the Group through her expected timetables for the NP, indicating that some things were outside of our control.

2.19 Janvrin indicated that she would be prepared to act as the NP/NDO lead until it had reached the Reg 16 stage, following which she believed the final work would become an administrative task only.

2.20 There was a discussion between Dave and Janvrin about the Basic Condition Statement, which Dave believed could be done prior to Reg 14, whereas Janvrin thought it should be done later. Time will tell and we should be prepared to do it whenever was best.

2.21 The procedure post Reg 14 to being finally 'made' can take quite a time – allow up to 18 months for this to happen. This is largely out of our hands as there are procedures to be gone through laid down by statute.

2.22 Janvrin stressed that as the Plan goes towards being 'made' the policies get more planning weight at every stage.

3 Dave Chapman, Locality NDO Facilitator

3.1 Dave said he had three pieces of work underway for this project. It was obvious that the Church Commissioners were on-side with what was being proposed, and were looking to use it as an example of what could be achieved.

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3.3 The Community Facility freehold should be retained by the parish council or a CLT on behalf of the community. He believed that there was not a lot of volunteering appetite within Clyst Honiton to 'own' the rest of the development.

3.4 The Parish Council had to be happy with the eventual level of risk it had, so this might determine the eventual ownership model.

3.5 The final Masterplan for the project has to be deliverable by a developer. Once it is determined more closely, there would need to be an expression of interest procedure to determine a potential developer.

3.6 The current thought process was that the Community Facility would be run by a separate body, under a lease with the Parish Council, and an expression of interest process would be needed to determine this.

3.7 The final position would be that the Parish Council would own the freehold plus building having got both free of charge, so there would be little or no financial risk in owning it.

3.8 The one unknown was the affordable housing provision that would be provided on site and that a Housing Needs Survey would be carried out to give an indication of what was needed. The main provision should allow just housing affordable to local people and not to the wider housing list. The question then is whether there is a inclination to set up a Community Land Trust to own these affordable houses. The only point of doing this would be to enable the community to decide who is eligible for these affordables rather that EDDC, the maintenance and rent collection can be outsourced to a Housing Association, for instance, if this is too much for the CLT to do itself.

4 Rob Martin, NDO Delivery and Management Update

4.1 Rob outlined the work he had done since the last meeting.

4.2 There will need to be changes to the masterplan in order to make it viable and possible. Developers will have their own view on many things, so should be involved before the Masterplan is finally put together.

4.3 An urgent task is the need to define closely what Community Facility is wanted, so that it can be designed and costed up completely. Then a developer knows what is expected. This would also mean identifying how it is going to be managed, because this might require certain matters to be included.

4.4 What the Clerk has to ensure with the CF is that it is no white elephant and will not be a drain on parish resources.

4.5 Given that the Community Facility is an ambitious aspiration, the number of affordable homes on the site will have to be at the minimum necessary. The Housing Needs Survey, which is already ordered and will start in January 2020 and be completed by the end of March 2020 will allow us to determine the required provision.

5. Action List

5.1 This had already sorted as part of the meeting, above.

6. Any Other Business

6.1 Further discussion tool place on how the Community Facility is to be run, and all present would think about this in the meantime. Grant would attempt to contact the owner of Fresha, a similar commercial concept at Sowton, and see if there was any mileage in proposing a satellite of this concept.

7. Date of Next Meeting

7.1 Tuesday 3 December 2019 at 7pm at Lynne Askew's House

Meeting closed 8.55pm

Rob Martin

11th November 2019