

PC/16/16

OTTERTON NEIGHBOURHOOD PLAN

STEERING GROUP

Minutes of the First Meeting held on Wednesday 23 November 2016 at 7.30pm. in the Committee Room, Otterton Village Hall

Present: Cllr John Fudge (in the Chair for M.1-7)
Cllr Tony Bennett
Ian Birch (in the Chair for M.8-11)
Rosemary Birch
Viv Price
Jonathan Smith
Cllr Ian Simpson
Sam Thorneywork
Dee Woods
Ian Wycherley
Lynne Wycherley

With: Mike Miller (Parish Clerk)

Robin Barlow and Leanne Winter, who had expressed an interest in joining the Group, were not present.

1. Introductions

Members of the Group introduced themselves, and gave an indication of their interests, skills and experience.

2. The Neighbourhood Planning Process

Cllr Fudge provided some background information on the Neighbourhood Planning process, pointing out that the 2011 Localism Act had given statutory force to adopted plans. He anticipated that the process would be quite time-consuming, and that preparation of the plan could take up to 2 years. Although the focus of Neighbourhood Planning was about development, the East Devon Plan had not allocated any development to Otterton.

Cllr Fudge also emphasised the help available from East Devon District Council to support the process. He also reported that the Neighbourhood Area definition (stage 1 of the process) had been done; this was the parish boundary.

3. Terms of Reference and Role of the Steering Group

The Group **AGREED** to approve terms of reference for the Steering Group, based on guidance from EDDC. The terms of reference are attached.

The Group noted in particular the relationship with the Parish Council.

4. Election of Chair

Ian Birch was elected Chair of the Group

5. Election of Vice-Chair

Ian Wycherley was elected Vice-Chair of the Group

6. Election of Secretary

Dee Woods was elected Secretary of the Group

7. Election of Treasurer

Sam Thorneywork was elected Treasurer of the Group

8. Membership of the Steering Group

The Group considered whether additional members should be added, in particular whether local groups or businesses should be represented. It was **AGREED** that, while it would be important to engage with community and other groups, and businesses, it was not necessary for them to be represented on the Steering Group.

9. Future Meetings

The Group **AGREED** to hold meetings monthly to begin with, at times that would enable reporting to the Parish Council. The next meeting would be held at 7.30pm on 11 January 2017 in the Committee Room (provided it was available). Communication would be by e mail.

10. Village Design Statement

Copies of the Otterton Village Design Statement were circulated. This had been produced in 2004, the preparation of which had been led by Neil Constable. It was meant to be an aid to planning and had been used in the planning process. The focus of the document was on the conservation of the historic nature of the village and its buildings.

11. What Next?

All members were encouraged to look at the Neighbourhood Planning section of the EDDC web site (www.eastdevon.gov.uk/planning/neighbourhood-and-community-plans/)

The Budleigh Salterton pre-submission draft plan could also be seen at www.budleighsaltertonnp.uk and the East Budleigh plan at www.eastbudleigh.org.uk/neighbourhood-plan.html

The next meeting would focus on consulting the community. Ian Wycherley would work on this, specifically a questionnaire and other means, such as focus groups. All members were asked to think about what they would like to see in the plan, and what they would like to learn from community consultation.

Ian Birch would consult Tim Spurway at EDDC to ask about financial support, and Tim might be invited to attend a meeting of the Group.

ACTIONS

Meeting Date	Action	Who	By
23/11/16	Review available plans from Budleigh Salterton and East Budleigh and Otterton Village Design Statement	All	11 Jan 17
23/11/16	Consider what types of questionnaires and focus Groups might be appropriate	Ian W	11 Jan 17
23/11/16	Arrange a dedicated e mail address for SG sec.	Ian B	11 Jan 17
23/11/16	Contact Tim Spurway at EDDC re funding and involvement	Ian B	11 Jan 17

MAM – 25 November 2016

Otterton Neighbourhood Plan

Steering Group

Terms of Reference

1. Purpose

- 1.1 The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for Otterton, ensuring that all issues are addressed properly with high levels of community engagement to maximise the potential that the Plan will be supported at the local referendum.

2. Roles and Responsibilities

- 2.1 In order to achieve this, the Steering Group will carry out the following:
- Be accountable for steering and providing strategic management of the Neighbourhood Plan for Otterton;
 - Produce and monitor a project timetable;
 - Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
 - Regularly report back to the Parish Council and gain endorsement on decisions taken;
 - Undertake analysis and evidence gathering to support the plan production process;
 - Agree, subject to ratification by the Parish Council, a final submission version of the Neighbourhood Plan;
 - Actively support and promote the preparation of the Neighbourhood Plan throughout the duration of the project;
 - Identify sources of funding; and
 - Liaise with relevant authorities and organisations to make the plan as effective as possible.

3. Membership

- 3.1 The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors.
- 3.2 Membership of the Steering Group will be open to the public indefinitely, up to a maximum of 13 members.

4. Decision Making

- 4.1 The Steering Group is established as having full delegated authority from the Parish Council to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

4.2 The plan-making process remains in the control of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

5. Meetings

5.1 Steering Group meetings will take place at least once every two months.

5.2 Where possible, all meetings should be held within the Parish.

5.3 The Steering Group will elect a Chair, Vice-Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed.

5.4 The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Parish Council in a timely fashion.

5.5 At least three clear day's notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.

5.6 Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chair shall have one casting vote.

6. Working Groups

6.1 The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.

6.2 Each working group should have a lead person from the Steering Group.

7. Finance

7.1 All grants and funding will be applied for and held by the Parish Council, which will ring-fence the funds for Neighbourhood Plan work.

7.2 The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.

7.3 Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work.

8. Conduct

- 8.1 It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- 8.2 Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- 8.3 The Steering Group will achieve this through applying the following principles:
 - 8.3.1 Be clear and open when their individual roles or interests are in conflict;
 - 8.3.2 Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - 8.3.3 Actively promote equality of access and opportunity.

Approved by the Group – 23 November 2016