

# OTTERTON NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Meeting held on Wednesday 11 January 2017 at 7.30pm

PC/17/03

**Present:** Ian Birch (Chair); Rosemary Birch; John Fudge; Ian Simpson; Jonathan Smith; Ian Wycherley; Dee Woods (Secretary)

**copy:** Sam Thorneywork; Viv Price

## Meeting Notes

### 1. Talk by Stan Roberts, Chair of East Budleigh and Bicton Neighbourhood Plan Working Party

Stan Roberts explained how they had set about producing their NP. They had set up a Working Party, decided on the content, gathered evidence and communicated with each other, mostly by email, and the community and stakeholders. He also advised on sources of finance and how much the NP had cost to produce. He answered questions and offered further help and advice. He provided a sheet of useful bullet points, and copies of the draft EBB Neighbourhood Plan, which had just been independently assessed. The Inspector had recommended some amendments but generally found it sound.

### 2. Update on actions from meeting on 23 of November 2016

IB had set up a dedicated email address : [ottertonNPSG@gmail.com](mailto:ottertonNPSG@gmail.com) The password for the account will be circulated separately.

IB/IW were going to set up Google documents as a central source for keeping documents, to enable drafts to be circulated and commented upon.

IB had contacted Tim Spurway of EDDC to notify that we were under way.

### 3. Set a Vision Statement for the village

IB noted that this will be better produced during the plan construction phase, and suggested that this item be kept in abeyance until then.

### 4. Decide how much of Jonathan Smith's paper fits with this vision

JS introduced his ideas to think creatively and innovatively about the difficulties and opportunities that the NP presented. This will be useful during following stages.

### 5. Comment on draft Project Plan

IB provided a draft Project Plan with bar chart, showing the minimum timescales to produce the NP in just over one year. This has attempted to capture the statutory timescales for various consultations and other requirements in the NP. Also funding was available to 2017/18, and the guidance suggested it was important to keep the momentum going. Most NPs seemed to take 2 years.

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The timeframe horizon for the NP was discussed, and it was **agreed** that the NP should fit in with the same timeframe as the EDDC Local Plan to 2031. IB asked for comments back on the draft.

## **6. Decide what form of questionnaire we should look at**

**IW** had produced suggestions after looking at various local NPs. There was discussion about the type of questions, how long the questionnaire should be, and **IW** recommended 4 sides of A4, with space to add comments, with an A5 SAE. It was hoped that one questionnaire, followed by a public meeting would be enough, but we may need to follow up if we have missed something important. This could be done as an online survey. Need to consider why we are asking the question. **IW** to draft some questions for comments via Google documents. It was hoped to circulate the questionnaire with the Parish Newsletter, and aim to have it ready by March.

## **7. Determine what things we will need financial support for and how much to apply for up to 5 April (current grant horizon)**

**IB** advised that we needed to apply for funding now in order to get any for this financial year (funding bids need to be aligned to financial year boundaries). **IW** offered to put a draft on Google documents for suggestions, such as printing and equipment costs etc.

## **8. Communication - where to publicise MoM etc ?**

These could be put on the Parish Notice Board. It was agreed to use the village website, and **IB** was to liaise with Ro Smith about this. **IW** volunteered to set up Facebook, with a link to the village website. The Terms of Reference required a Consultation and Engagement Strategy, and **IW** agreed to draft this.

## **9. Timetable for Future Meetings**

It was agreed to meet on **15 February 2017** at 7.30pm in the Committee Room to look at the draft questionnaire.

We may be able to reduce the meeting frequency once we are under way – East Budleigh apparently have only had three meetings to date, conducting further business via online communications.

## **10. Other Business**

There was none. The meeting ended at 21.30.

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### ACTIONS

Action #	Action	Who	By
02-01	Draft questions for all to comment	IW	22/1/17
02-02	Draft paragraph for Parish News	IB	18/1/17
02-03	Draft Consultation and Engagement Strategy	IW	7/2/17
02-04	Set up a Facebook presence	IW	12/1/17
02-05	Liaise with Jill Beacham on use of Parish News	DW	14/1/17
02-06	Contact Tim Spurway at EDDC re finance application	IB	18/1/17
02-07	Draft Financial document for forthcoming expenditure	IW	12/1/17