

**Meeting of the Neighbourhood Plan Working Group (`NPWG`) on 25<sup>th</sup> August 2015 at 10.15am at Ottery St Mary Town Council Offices**

**Present:** The Mayor (Cllr G Dobson) and Cllrs A Edwards, J Talbot (Chairman) , E Pang, J Gori, G Pratt, J Bailey and Mrs M Hall, Mr D Boyle Mr D Moss, Mr M Thurgood and Mr J White

LDA Design Consultants: Francesca Laugharne and David Bell

1	<p><b>Apologies</b> Cllr Mrs L Harding, Mr Mick Koch</p>
2	<p><b>Preparation for the Launch Events</b></p> <ol style="list-style-type: none"> <li>1. Leaflets would be sent out to organisations and posters would be displayed in relevant places in Ottery and the surrounding areas by volunteers advertising the presentations. NPWG were still awaiting a response from the schools to see whether they would display posters.</li> <li>2. Francesca would provide a projector etc for the presentations. She requested that adequate table space be provided for the display of plans, plus adequate seating for attendees. There should be access to all halls from 6.30pm onwards. She suggested refreshments should be provided</li> <li>3. Francesca suggested there should be a NPWG presence at the Ottery Fun Day – a gazebo could be erected in order to present information. The Chairman would be happy to man it</li> <li>4. The design and content of the leaflets were queried with regard to whether there should be more information stated but it was understood that general headings would be listed. The words `Neighbourhood Plan` could be bolder</li> <li>5. Francesca advised that initial plans had been prepared which would need to be commented upon. They would reflect geographical content; future potential of the area and external pressures showing the protected `cherished green areas` These were working drafts and the NPWG should amend if necessary and then return to LDA</li> </ol>
3	<p><b>Proposed Meeting Format and Contents</b></p> <ol style="list-style-type: none"> <li>1. An attendance record to be kept (this to be prepared by LDA)</li> <li>2. Questions to be directed through NPWG</li> <li>3. The key headings would be Environment, Economy and Housing</li> <li>4. Feedback could be obtained from each table at which a number of attendees would be grouped or by persons posting sticky notes with their comments on the various plans. The Chairman preferred the latter option</li> <li>5. There would be a short presentation with plans/photographs</li> <li>6. Late attendees could be provided with a presentation in order that they were fully conversant with the relevant facts</li> <li>7. A formal presentation would be made at the Kings School in September</li> <li>8. Each presentation was programmed for 2 hours (approx. 7 – 9pm). LDA staff would be `badged up` but the NPWG would be introduced informally</li> <li>9. A questionnaire would be handed to all attendees at the start of the presentations to complete during the sessions but if attendees preferred to take them away and return later then that would be possible, although the preferred option would be the former. A questionnaire would also be available on the website for persons unable to attend the presentations. Additional hard copies to be made available in libraries, to community groups etc. All comments should be received by the end of September but there would be flexibility on this date. A questionnaire would be provided in the Ottery Gazette.</li> </ol>
4	<p><b>Capturing Feedback</b> Comments on sticky notes and verbal comments would be gathered together by LDA and feedback would be provided in the form of a presentation with the key issues extracted from the feedback</p>

5	<p><b>Website and Facebook page</b></p> <p>The website was now live. Josefina kindly agreed to be the Facebook Manager. Any comments would be submitted to Francesca fortnightly</p>
6	<p><b>Planning Policy and Update</b></p> <ol style="list-style-type: none"> <li>1. East Devon District Council had just circulated a paper for consultation on proposed criteria for defining built-up area boundaries for villages and small towns. This would be important for West Hill. The District Council had provided a guide to the process which could be viewed on their website.</li> <li>2. A question was raised about the recent statement made by George Osborne in which he pledged to relax laws about building on green belt land. David advised that unless this was a requirement of the National Planning Policy Framework or contained in a ministerial statements then it was irrelevant</li> </ol>
7	<p><b>AOB/Questions to LDA</b></p> <ol style="list-style-type: none"> <li>1. It was agreed that as NPWG was now a recognised separate body, that EDDC be requested to list it as a Consultee on EDDC's planning portal in order for NPWG to be able to submit comments in its own right on future planning applications, (in particular the application for Gerway Lane). David would contact EDDC about this. David warned that any comments being submitted should not prejudice future interests relating to the Plan. It was agreed that any comments that NPWG wished to submit to EDDC would be submitted to Francesca and David in the first instance by Martin Thurgood and for them to prepare a form of wording prior to it being submitted to EDDC. Martin to liaise with Francesca and David about this matter. However due to pending holiday arrangements Marin would not be available to deal with this task at the present time and therefore the Chairman agreed that she would take on the responsibility for it</li> <li>2. Martin advised that the NPWG would be constrained by the District Plan and that needed to be made clear. David advised that parameters would be set to work within. Examples of other Neighbourhood Plans would be displayed at the presentations outlining their achievements</li> <li>3. David Moss was nervous that NPWG had not discussed a policy for OSM. However the Chairman advised that this could only be progressed once comments had been received from the general public from the presentations in order to progress the policy</li> <li>4. Conflict of interest issues were raised re town councillors wearing two hats (councillor and NPWG hat). However Cllr Dobson was of the view that as the TC and NPWG would be working together in the interests of the town then he didn't believe there would be a conflict</li> <li>5. Francesca and David requested that they needed to be made aware of any proposed development or other issues affecting the proposed plan area. This information would need to be sent to the Chairman who would pass it to Francesca and David</li> <li>6. David Boyle advised it was likely at the Tipton presentation that there would be 'confidence issues' re a previous controversial planning application (Barton Orchard) that the TC had supported.</li> <li>7. It was agreed that Su Graham with the aid of local members would arrange to book venues where the presentations were to be held and to sort out refreshments</li> <li>8. Suggestions for further advertising were: BBC Radio Devon – Cllr Dobson was suggested to deal with this Tipton Fete 31st August Ottery Herald – Ellie Pipe dealing</li> </ol>
8	<p><b>Date of next meeting</b> 1st Oct at 10.15</p>