

Ottery St Mary Town Council

Kick Off meeting for the Neighbourhood Plan Working Group.

Present: The Mayor (Cllr G Dobson) and Cllrs A Edwards, J Talbot, Mrs J Gori, Giles, Bailey, Mrs L Harding, Dr. M Hall together with Mr D Boyle Mr M Koch and Mr D Moss.

LDA Consultants: Francesca Laugharne and Frazer Osment

Apologies: Cllrs E Pang and G Pratt, Mr J White and Mr M Thurgood.

1	Election of Chairman Cllr Jo Talbot was elected Chairman of the Working Group
2	Election of Vice-chairman The mayor was elected Vice-chairman of the Working Group
3	Notes of 28th May 2015 These were accepted as a correct record.
4	ED Local Plan The Chairman informed the Group that the response to the Local Plan had been sent off. The Inspector was re-opening the Inquiry on 7 th July 2015 in the Council Chamber at Knowle, Sidmouth. Previous speakers would be allowed to speak again. Dr. Hall confirmed that she would be attending.
5	Attendance at the Family and Food Festival The Chairman reported that this had been successful with over 100 responses being received from people who were interested in taking part in the NP process. Dr. Hall reminded the meeting that the West Hill fete was on 4 th July and there would be a presence there.
6	Funding The Deputy Clerk had forms to apply to the Big Lottery to meet NP costs. Cllr Harding agreed to liaise with the Deputy Clerk and assist her in making the application.
7	LDA At this point Francesca Laugharne and Frazer Osment of LDA joined the meeting. Francesca led the presentation by reminding the Group of the basic process to achieve a successful Neighbourhood Plan. It was vital to have wide community consultation and to engage the community in the process. The process would involve several stages of consultation both to the general public and targeted at specific groups. Role of LDA The overall role of LDA was to help, lead and facilitate the Town Council in the production of its Neighbourhood Plan. LDA looked to Councillors to use and provide local knowledge and information especially for venues for events and routes to publicity. Process It was hoped to hold the first major visioning meeting during the 2 nd week of September followed by 'Road Shows' in the Villages. LDA agreed to supply publicity material for this. It was noted that Tipton St John and West Hill residents would expect a full visioning event rather than just a follow up. It was hoped to engage the School in the process. It was noted that the Kings School were very

interested in the NP but that the approach (to Jo Elliott) should be made as soon as possible in order to get this into the timetable for September.

It was emphasised that the Villages would expect to be seen as being part of the NP and so, in order to engage positively, an inclusive name of the document was important.

Frazer confirmed that it would be possible to have some general policies that applied to the whole area and then some local policies that applied to distinct areas.

It was pointed out that West Hill had applied for a governance review with a view to setting up a Parish Council for West Hill. Frazer said that this should not affect the process as the area for the Neighbourhood Plan had been defined. It was emphasised that there was a need to show that all areas were working together for a common end.

From the end of September to December there would be specific consultations with community groups, businesses, landowners etc. LDA would be analysing the evidence that was coming forward as a result of consultations. They would review ideas with local volunteers and if needed hold more consultation locally.

It was important to engage with the 100 people who had already expressed an interest to keep them on-board and to help them to spread the word about the NP. Cllr Harding had the list and would be responsible for managing this aspect.

The next public engagement event would be in February 2016 when the ideas that had come forward would be put to the public. Further responses would then be analysed and LDA would start to write up the NP policies and ensure that it complied with NPPF, Local Plan and other strategic plans and NP regulations. Depending on the content of the NP more consultation may be needed and then the NP would be worked up into full draft Plan. This would need to be approved by the Town Council. There would then be a six-week formal consultation period followed by a review of the content in the light of any comments made during this formal period.

The NP would be updated and again, approved by the Town Council and submitted to EDDC for them to start their part of the process. This included another 6-week consultation period and a formal decision. When this decision had been made, the NP would be submitted to an Inspector and subject to his finding, it would then be submitted to a local referendum which should be by the Spring of 2017.

There was discussion about the timing of the referendum as there would be DCC elections in May 2017 and the referendum could be held at the same time.

It was agreed that the timing of the referendum was something that could be considered much later in the process although it was also noted that once the NP was in place, the Town Council would receive 25% of any CIL money.

Initial work, including that done by the school would be to assemble the local information that already existed and to put this into a local perspective. LDA would prepare a brief on how to go about this to help guide volunteers and other organisations through this part of the process.

It was pointed out that Tipton St John and West Hill already had Village Design Statements LDA asked for a copy of these and any other similar local documents as these could form part of the NP. The Pebblebed Heaths fell into part of the area and were of international significance so there needed to be reference to them. A Management Plan already existed. EDDC would be preparing the environmental assessment for the NP as this was a specialised piece of work.

Frazer also emphasised that, under the NPPF, all policies in the NP had to meet sustainability criteria.

There was discussion about approaches to other interested parties, including landowners and developers. Whilst these needed to be consulted this could be done in different ways. There was not

necessarily a need to make a direct approach to a landowner but it could be expected that they would be following progress of the NP and may want to attempt to influence land use policies. Some landowners had come forward as part of the SHLAA process. The results of the process should be examined by the Working Group who could consider whether there should be direct consultations with all or any of them.

Structure of the Working Group.

The Chairman explained the structure of the Group and asked for all contact to come through her. She would then pass details on to LDA.

There would need to be local 'Champions for specific areas. Initially these would be:

Dr. Hall for West Hill, **Cllr Harding** and **Mr Boyle** for Tipton St John and **Mr Moss** for Alfington.

Meetings could be monthly with the opportunity to vary this. It was AGREED that the next meeting would be held on 23rd July 2015.

LDA asked Members to start thinking about allocating places on various Task Groups, although the subject for these had not yet been defined.

He also asked if enquiries could be made to find out if any of the volunteers could bring specific skills to the overall process. **Cllr. Talbot and Cllr L Harding will compose an email to send out to the list of volunteers asking for any skills that they may wish to make available for the NP.**

Publicity

Publicity could be spread via the Town Council website (Deputy Clerk) the local press, the Ottery Gazette, the Tipton Times, the West Hill Messenger and the TIC website.

The TIC Manager would deliver leaflets to businesses in the Town. Other local groups could arrange leaflet delivery in their areas.

Frazer asked members to identify individuals who could prepare graphics for publicity use. Cllr Gori and Mr Moss agreed to provide photos of the area.