

WORKING GROUP: NEIGHBOURHOOD PLAN – Thursday 12th February 10am

THOSE IN ATTENDANCE:

Cllrs Thurgood, Giles, Pang, Talbot, Pratt, Bartlett
Deputy Clerk
Apologies: Cllr Bailey

1. Welcome by Cllr Thurgood to Martin Parkes (Devon Communities) & Tim Spurway EDDC

2.	Presentations by: Martin Parkes Devon Communities Trust (DCT) Senior Projects Advisor & Tim Spurway EDDC Neighbourhood Planning Officer
	POINTS RAISED IN THE PRESENTATIONS Martin Parkes DCT <ul style="list-style-type: none">• Other NP's are a useful information source as are examiners' reports.• A Consultation Statement is an early essential• Be open and engaging.• Engage with local community groups i.e. schools businesses, hospitals, societies etc the more people involved is a good thing.• Remember English Heritage, AONBs, SSSIs, etc• Draw up a list of stakeholders and write introductory letters seeking out their interests.• Be creative in public meetings.• Remember the challenges of an ageing population.• DCT do not offer to write the Policies but can otherwise help as part of their paid consultancy (e.g. consultation stage, facilitating public meetings, use social media, data analysis). Chair <ul style="list-style-type: none">• Noted that EDDC is charged under the DCLG Planning Practice Guidance to be proactive in providing information about neighbourhood planning and to constructively engage with communities. Tim Spurway EDDC <ul style="list-style-type: none">• EDDC offer help with essential data, printing maps, providing display boards including design/layout, etc, (2 week's notice required), advice on drafting policy• Has a generic draft project plan format• Is producing guidance for Parishes (available over the next few months).• Can provide evidence used to support the draft local plan and provide information on other sources.• Can offer advice and guidance on policy writing.• Lymptone's plan may be worth a view.• Thame ditto.• Some monies are available now from EDDC• Tim would be pleased to attend further meetings, etc• Towns Alive mentioned. [Chair's Post Meeting Note: Ceased to trade October 2014]• EDDC has no recommendations for consultants who may be able to assist beyond those already known to OSMTC
	FURTHER ACTION: Tim Spurway will: <ul style="list-style-type: none">• Send us information about the evidence base that is available to us• Keep us informed of the EDDC neighbourhood planning guidance as it become available on line.• Arrange for the first tranche of funds (£2k) from EDDC to be made available to us. Cllr Giles will: <ul style="list-style-type: none">• follow up Lymptone & Thame plans
3.	ISSUE: Review of information from Presentations
	CONSDERATION: <ul style="list-style-type: none">• Useful presentations.• Noted that EDDC will be a useful partner to OSMTC
	FURTHER ACTION: <ul style="list-style-type: none">• DCT (Martin Parkes) will be considered as a potential consultant for other than Policy. DCT will provide details of package for consideration.

4.	ISSUE: Working Party Notes from 1st Meeting
	CONSIDERATION:
	<ul style="list-style-type: none"> Notes Confirmed
5.	ISSUE: Action points from 1st Meeting
	CONSIDERATION:
	<ul style="list-style-type: none"> Some actions outstanding FURTHER ACTION Deputy Clerk will: <ul style="list-style-type: none"> Write to EDDC (Claire Rodway/Tim Spurway) to ask for the grant monies which are due to OSM from EDDC Contact Martin Rich DCT about Big Lottery Fund grant Explore and monitor the position on applying for DCLG grant monies available in the coming financial year. Check with Phyllis TIC re poster distribution around town Email News Release/ Application Form to Community Groups to engage with the public and encourage membership of the NP Working Group.
6.	ISSUE: Reports by WG Members of developments
	CURRENT POSITION/CONSIDERATION:
	<ul style="list-style-type: none"> Chair informed WG that The Kings School is keen to become involved FURTHER ACTION: <ul style="list-style-type: none"> School to be factored into community engagement programme
7.	ISSUE: Community Engagement & Involvement
	CURRENT POSITION/CONSIDERATION:
	Short term issues: <ul style="list-style-type: none"> WG recognised the need to involve the local schools. Article for the Ottery Gazette and other community newsletters Applications from the community to join the WG: <ul style="list-style-type: none"> Applications received so far Dr M Hall (West Hill) and Mr D Boyle (Tipton St John) Agreed that they should be invited to join the WG. Noted that no response yet from North and Town Wards FURTHER ACTION: <ul style="list-style-type: none"> Chair to invite Dr Hall and Mr Boyle to join the WG. Cllr Bartlett will pursue possible contact in the North Ward Cllr Thurgood will draft article for local newssheets Deputy Clerk will circulate ditto.
8.	ISSUE: CONSULTANTS TO SUPPORT THE WG:
	CURRENT POSITION/CONSIDERATION:
	Possibilities are: <ul style="list-style-type: none"> Stuart Todd Associates of Taunton, a one-person consultancy (who works with Paul Weston, a freelance community consultant, from time to time) PCL Planning, a local consultancy identified through the RTPi website. They may have issues over local conflicts of interests. Consultants used by Lympstone and Thame PCs Towns Alive of Hampshire [CHAIR'S POST MEETING NOTE: They ceased to trade October 2014] DCT for other than policy writing. FURTHER ACTION: Deputy Clerk will: <ul style="list-style-type: none"> Check with Lympstone and Thame PCs who they used as consultants. Arrange for possible candidates to give presentations at the next WG meeting.
9.	<u>ISSUE: NEXT MEETING</u>
	9.00am Wednesday 11th March 2015