

Notes of a meeting of the Neighbourhood Plan group 4 February 2019

Present: Adrian Mercer (AM - Chair); Penny Griffiths (PG); Angie Findlay (AF); Pauline Warner (PW)

Apologies: Mel Bickell; Alice Turner

1 Notes of last meeting

No matters arising

2 NP Update

SA screening: Replies have been received from all environmental consultees except Natural England. TDC will forward the responses when they have all been received.

PG advised that Jenny Wallace (head of service) should be copied in to letters to TDC complaining about procedural matters.

Design and on line publication: Frank Ward has supplied the latest version (electronically) for comment.

Document approval process: The draft plan will be a WPC agenda item for the 27th February, seeking approval for consultation.

Action:

- **All** to feed back on design of the NP document/presentation/text.
- **AM** to collate feed back on the design and discuss with Frank Ward.
- **AM** to ask Frank Ward if the clarity of the village illustration can be improved.
- **PG** to ask **Phillip Griffiths** to proof read the document and send **AM (copy to PW)** comments by Wednesday (6th).
- **MB** to add the approval of the draft plan to the WPC agenda for 27/2.

Pre-submission consultation arrangements

It was agreed to prepare exhibition material to focus on the policies, using a colour palette, design and photos that complement/reflect the draft document.

Rather than an advertising leaflet for distribution to all addresses, it was agreed to prepare a summary document (containing all the policies) to go out with a response form, to ensure responses from households even if they did not come to the public exhibition/meeting, (though this would probably cost more).

PW has contacted Torridge for a list of local addresses, emails, and contact names for statutory consultees.

Action:

- **PW** to prepare a project plan for the pre-submission consultation, to firm up on the lead. in time for preparation of materials, printing, adverts, public meeting etc.
- **PW** to discuss the design of material for the consultation exhibition with FW.
- **AM** to prepare a draft leaflet/summary document.
- **PG** to forward **MB** the up to date list of businesses on the airfield, to include on the consultee database.
- **PW** to forward **MB** the information about statutory consultees for inclusion on the consultee database.
- **MB** to check printing, postage and distribution costs once the size of summary document is clear.

Schools Questionnaires

The questionnaires prepared by AF and PG for the primary and secondary schools were reviewed and some amendments made.

It was agreed the results of the questionnaires could form part of the consultation response on the draft plan, but that it was important to circulate the forms as soon as possible to allow for the group to consider any results. The schools would be asked to collect the completed questionnaires and forward them to AF.

Action:

AF/PG to amend the questionnaires and contact the schools to initiate distribution of forms

MB to be asked to print off questionnaires on behalf of the schools (if the school does not volunteer to print them themselves)

Delivery & Monitoring Framework

This document will form part of the suite of documents at submission. There is potential for including a community engagement protocol in the delivery and monitoring framework, outlining the roles/expectations/responsibilities of those involved.

Action

PW to recirculate the delivery and monitoring framework to all NP members

AM to draft a community engagement protocol for comment

Great Well Park Development

A meeting with the developer is scheduled for 18th Feb at 2pm, at the sports centre.

There was concern that the developer did not initiate contact with the Parish Council until their plans were well advanced, and that TDC should have been more pro-active about this (and promoting the draft NP and VDS).

Action:

AM to draft a letter to TDC expressing concern that the Great Well Park development was not flagged to us before the developer made contact with WPC.

AM to re-send TDC's initial comments on the developers proposals to all.

All to review the TDC comments and proposals, in order to inform an agenda for the meeting on 18/2

AOB: None

DoNM: 4th March 2pm sports centre

Action:

MB to book the sports centre