



Northam Neighbourhood Plan Steering Group Meeting
Monday 4 December 2017, 7pm

1. Present

Cllr Chris Leather (Chair), Peter Jeffrey, Peter Sawyer, Jose Emberton, Cllr Peter Hames (PHa), Cllr Mike Durkin, Graham Ash, Angie Whitaker, Phil Hodson (PHo), Jo Johnson

Apologies

Jane Mills (Clerk), Maria Bailey, Roger Levick

2. Minutes

The minutes dated 6 November 2017, were agreed to be a true and accurate record.
Proposed by Cllr Mike Durkin, Seconded by Graham Ash.

3. Confirmation of the Neighbourhood Plan Process and where we are

An explanation of the Neighbourhood Plan process was given, outlining the fact that this document, compiled by residents of the area, will sit alongside the Local Plan adopted by the District Council. Both documents will enable town planners to plan development, infrastructure, maintain green areas in accordance with the wishes of the local public. Where the Local Plan covers a district wide area, the Neighbourhood Plan drills down to the identify the specific need of an area at local level.

It was highlighted that we are already dropping behind schedule due to having to re-consult, but it is hoped that we may be able to claw back some time in the forthcoming months.

PHo said he was aware of a Westward Ho! Design Statement, albeit from a few years ago, that should feed into our Neighbourhood Plan.

Training

It was felt that training would be very beneficial for the Steering Group. CL confirmed that the only training JM could find was based in London, however he did suggest that there might be a possibility of inviting TDC Officers to a meeting. PH suggested the Devon Association of Parish Council's might run courses?

Another suggestion was to have an event whereby members of other Neighbourhood Plans ie, South Molton, could meet to discuss their experiences.

4. Budget

CL introduced the budget. JJ explained the Professional Fees to date, mainly due to the time taken to input the previous questionnaire. In order to keep costs down, MD has kindly offered to input and analyse the data from this round of consultation. In addition, JJ offered to take minutes and arrange meetings as a resident of Northam, rather than chargeable time though Maria Bailey Planning Ltd.

PHo congratulated the accuracy of the budget and queried the £2 spend on admin!

The budget was welcomed by all and requested that it be brought to the Steering Group every quarter.

5. Survey Distribution and next stages

The new leaflets were circulated. The QR code takes you to the Neighbourhood Plan home page. A link needs to be made to the survey. CL agreed that NTC can action this. (NTC)

It was requested that prior to the printing of any publicity, a printer's draft should be circulated.

PS offered to take the leaflets to business meetings, various Christmas events and his shop.

PHo offered to write a press release using the strapline 'It's For Life – Not Just for Christmas!'. This article to be sent to the Gazette, Journal and Bideford Buzz. (and maybe the Link Magazine). JJ to forward logo to Pho.

NTC to ensure online survey goes live.

NTC to display new survey in all the notice boards in the area.

The Steering Group went through the list of organisations and allocated groups to those present. It was felt that this time using a more proactive approach by taking the leaflets to groups and asking them to fill them in, would be more productive posting through letterboxes. Each member was asked to email JJ when they have delivered/attended an event to mitigate doubling up.

It was agreed that schools be contacted in the New Year as its likely for any survey to be overlooked during Christmas period. JJ had already spoken to the Head Teacher of Appledore School. He had suggested that the school could do a project on 'your local area', linking in with the survey, then giving the children a leaflet to take home. JJ will discuss with the HT as to whether it would be helpful for a lesson plan to be put together prior to delivery. JE offered to put a lesson plan together if necessary.

Identification badges were requested for those taking the survey to the streets. (JM)

It was agreed that all surveys should be returned by 31 JANUARY 2018

6. Plastic Free North Devon

Whilst this is a very worthwhile project in or local area, it was deemed a Council issue to support and not a Neighbourhood Plan issue.

7. Next Meeting

The next meeting scheduled for 8 January 2018 will be cancelled, so that analysis of the data can be brought to the next available meeting – **Monday 5 February 2018.**

The meeting ended at 8pm