

Minutes of the Neighbourhood Plan Steering Committee meeting

13th August 2015.

Present: Nicola Daniel (ND), Steve Hall (SH), Chris Kitson (CK), Roger Saunders (RSa),
Roger Sherriff (RSh)

Apologies: Mark McGlade

1. Appointment of Officers – CK proposed Roger Sherriff as Chairman, seconded by SH, passed by unanimous consent. CK proposed Roger Saunders as Secretary, passed by unanimous consent
2. Other members- Tom Wright will attend on a periodic basis and can provide insight from young people as a result of his work with the Budleigh Salterton Youth Club.
3. The committee discussed additional potential members to provide a broader perspective:

Harry Harrison (BS Town Councillor)	CK to approach
Karen Ritchie (Rowan Tree)	RSh to approach
Jim Pithouse (former town planner)	RSh to approach
Richard Allen (Pebbles B&B)	RSh to approach
Lynda Evans (BS Town Councillor)	CK to approach
George Maddaford (OVA member)	RSa to approach
PTA Representative	RSh to approach

4. CK reported that the proposed Neighbourhood Plan area (BS Parish Boundary) is currently being advertised, with two comments received to date. Final date for comments is August 25th, at which point the Steering Committee will receive a £2,000 grant from East Devon District Council. This is to be paid into the BS Town Council bank account, but ring-fenced for NHP use only.
5. Steve Hall reviewed the experience he has gained from the East Budleigh NHP group. All NHP's have to follow strict guidelines with robust, thorough and auditable procedures. It may be advisable to use professional facilitators at some points, for example to plan, run and then analyse the data from public meetings. Mark Robertson (07827 413963) is recommended as a consultant. Any questionnaires must be open and well constructed, an example prepared by the East Budleigh NHP group was circulated. This questionnaire could be used as a starting point for Budleigh. CK commented that it would cost approximately £100 to send out an A4 size questionnaire to all 2860 properties paying council tax in the parish. It is important that public input into the draft plan is sought and included. Once the plan is prepared there is a final public referendum to accept or reject the plan before it is submitted to EDCC. Once completed and approved, the plan will have to be given serious consideration by EDCC during review of planning applications. The completed Lypstone NHP was circulated as a good example of a NHP, particularly relevant to Budleigh as both places have similar concerns. Councillor Ben Ingham, who was involved in the plan production would be available to meet with the Budleigh NHP steering committee.
6. The committee agreed that an NHP webpage would be added to the town council website
7. Further steps: Expand committee (see item 3 above), determine scope of plan
8. Next Meeting: **Thursday 24th September, 7.00pm** BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

24th September 2015.

Present: Nicola Daniel (ND), Lynda Evans (LE), Harry Harrison (HH),
George Maddaford (GM), Ellie Pepperell (EP), Chris Kitson (CK),
Roger Saunders (RSa), Roger Sherriff (RSh)

Apologies: Mark McGlade

1. Minutes of 13th August were approved and signed by the Chairman (RSh)
2. Matters arising – Karen Ritchie withdrew from committee membership and Richard Allen declined to join.
3. Members of the committee introduced themselves and described their backgrounds.
4. CK outlined the background to the Neighbourhood Planning Process. The Budleigh Design statement is now 14 years old, but still contains much valid information. A new Neighbourhood Plan (NP) must be community driven, with participation from Budleigh Salterton Town Council and it must conform to the East Devon Local Plan. As Budleigh Salterton has about 100 homes already specified by approved developments it is unlikely that the local plan will require significant additional development within the town. Thirty two towns and villages within East Devon have already started on developing NPs.
5. Finance: The cost of the plans varies, but funding is available from East Devon District Council (£2,000), central government (£8,000), and also £2,000 may be provided by BSTC. The £2,000 from EDCC has been received and will be kept ring fenced within the BSTC accounts for NP use only. BSTC is VAT registered, so any VAT paid can be reclaimed. Requests for money should be directed to the Town Clerk. CK will keep track of the funds.
Action Items: At the next meeting the committee should consider 6 month forward expenditure and initiate claim procedure to acquire central government funds. RSh to register as the contact person for the payments
6. Questionnaire –EP suggested the use of Survey Monkey for both the design and analysis of the planned questionnaire. Budleigh parish has 2,860 tax paying properties. CK determined that it would cost £120 + VAT to distribute 3,000 surveys with the One Magazine (£270 to distribute on its own). In order to be ready for the next magazine distribution in November, the questionnaire should be prepared by October 10th to allow time for review by the committee and printing. The text within the survey was discussed, and revisions proposed. A draft copy was agreed, and is attached to these minutes. The committee agreed that it was preferable not to ask for respondents names and addresses as that might deter some people. CK agreed to contact Tim Spurway from EDCC to clarify requirements. **Post meeting note:** Tim confirmed that a postcode was sufficient identification. When distributing the questionnaire publicity will be important, the local paper, library, shops and social media all need to be involved. **Action Items:** EP and RSa to finalise design of questionnaire on paper and on-line before October 10th. CK to cost printing options.
7. Subgroups- RSh outlined the need for subgroups as the planning process progresses, e.g. for environmental assessment, housing and business.
8. For next meeting- Project Plan, Publicity Plan
9. Next Meeting: **Thursday 29th October, 7.00pm** BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 3rd December

Present: Nicola Daniel (ND), Lynda Evans (LE), Harry Harrison (HH),
Mark McGlade (MM), Ellie Pepperell (EP), Chris Kitson (CK),
Roger Saunders (RSa), Roger Sherriff (RSh)

Apologies: George Maddaford, Steve Hall

1. Minutes of 29th October meeting were approved and signed by the Chairman (RSh)
2. Questionnaire: 602 hard copy, 171 online and 150 Junior (St Peter's School) questionnaires have been returned (total 923).
3. Appointment of consultant for questionnaire analysis: three quotes have been received ranging from £1440 to £3920/1000 questionnaires. The steering committee approved the appointment of Catalyst Consultancy, an Exeter based non-profit organisation to perform data entry and analysis. Their quote was £3675 + VAT (which can be reclaimed) for 1,000 questionnaires. Proposed ND, Seconded LE, unanimous acceptance.
4. Constitution: RSh presented a draft constitution for the steering group. After minor revisions the committee voted unanimously to adopt it (Proposed CK, Seconded HH). A copy is attached to these minutes.
5. Facilitator: A potential candidate to act as facilitator has been identified and will be approached by the Chairman. The facilitator role would be to work with the focus groups to help them keep to timelines and ensure all relevant issues are discussed.
6. Sub-Committees/focus groups: The groups agreed at the last meeting were not changed except for the Travel and Transport Group, which is renamed Traffic and Transport. The four focus groups are: Environment and Housing (ND, GM), Traffic and Transport (HH, Christine Channon), Employment and Business (SH, CK), Community, Leisure, Well-Being and Education (EP MM LE). Focus group chairs to begin recruitment of members.
7. Finance: A grant from Groundwork UK (Central government) for £3675 has been approved and is expected shortly. The balance remaining from EDCC is £1623, and £2000 matching grant from BSTC is untouched – to give a total of £7298 before questionnaire analysis costs.
8. Media: The steering group agreed that a website and Facebook page for the Neighbourhood Plan should be set up. Actions- R Sh to develop website, EP and RSa to set up Facebook page.
9. Next Meeting: **TBD depending on timing of data analysis, 7.00pm** BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 28th January 2016

Present: Lynda Evans (LE), Mark McGlade (MM), George Maddaford (GM), Ellie Pepperell (EP), Chris Kitson (CK), Roger Saunders (RSa), Roger Sherriff (RSh)

Apologies: Nicola Daniel, Steve Hall, Harry Harrison

1. Minutes of 3rd December meeting were approved and signed by the Chairman (RSh)
2. Survey analysis by Catalyst has been completed, and a report was presented to the committee. In total 777 people responded to the survey. Residents aged under 60 were under-represented in survey responses, and answered a number of questions very differently than the over 60's. There were lots of comments about shopping and the high street, and it was thought that Budleigh does not have enough job opportunities. A clear majority would like to preserve the overall character of the town.
3. A public presentation of the results will take place in the Public hall on Sunday, Feb 7th (10.00am – 2.00 pm). Advertising posters have been produced for shop window display, and the meeting will also be advertised on the OVA Facebook page and the St. Peter's school newsletter. MM to work with Stuart Yerrell to see if the survey results can be projected at the meeting.
4. Committee agreed that the NHP should have a stall at Budleigh Gala Week (Sat 28th May), and also consider other potential events.
5. The Business Focus Group had a well attended meeting with local business owners. Topics discussed included employment opportunities in the town, room for expansion, and the number of shops not opening on Mondays or Tuesdays.
6. A draft Facebook page was developed by EP, and will be run from the NHP email address (BudleighSaltertonNP@gmail.com) The website has been developed. The committee unanimously agreed to spend £71 on an upgraded version of the website that allows the linking of documents.
7. Next Meeting: **18th February, 7.00pm** BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 18th February

Present: Lynda Evans, Steve Hall, Geoff Lake, George Maddaford, Ellie Pepperell, Roger Saunders, Roger Sherriff (Chairman)

Apologies: Nicola Daniel, Chris Kitson, Mark McGlade

1. Minutes of 28th January meeting were approved and signed by the Chairman
2. Tim Spurway (EDCC Neighbourhood Planning officer) discussed the next steps in the planning process with the committee. He recommended that the focus groups develop aims and objectives based on the survey results and public consultation as a precursor to writing actual planning policies. The aims and objectives should describe what the plan hopes to achieve. With a good survey response and over 100 attendees at the town hall meeting there was sufficient information to develop an evidence based plan without the need for further surveys.
3. Strategic Environmental Assessment (SEA). Requirements for SEA's are laid out in EU legislation. If a NHP has proposals that could have a significant environmental impact an SEA would have to be carried out. Tim Spurway explained that EDCC screens NHP proposals for environmental impact. If the NHP is aligned with the Local Plan it will probably not require an SEA. EDCC would be able to help with a SEA if necessary.
4. Sub Group Reports: Harry Harrison has decided to step down as leader of the Traffic and Transport sub-group. Roger Sherriff proposed that Councillor Alan Jones be invited to take over. The committee unanimously agreed. (Post meeting note – Alan has agreed to join the committee).
5. The Steering Committee Chairman will be away until 15th April. The committee decided to continue to have meetings in his absence
6. It was agreed that the four focus groups prepare draft objectives to present at the next Steering Committee meeting. This will help prevent any contradictions in policies between the various sub-groups.
7. Next Meetings: **Thursday 17th March and Thursday 21st April, 7.00pm** BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 17th March

Present: Nicola Daniel, Steve Hall, Alan Jones, Chris Kitson, Geoff Lake, Mark McGlade, George Maddaford, Ellie Pepperell, Roger Saunders (Acting Chair), Courtney Richards

Apologies: Lynda Evans, Roger Sherriff

1. Minutes of 18th February meeting were approved and signed.
2. The four Focus Groups presented reports, summaries are given below, but more detailed reports are included as attachments
 - a. Steve Hall reported on the Business Focus Group. During consultations it was frequently mentioned that business rate incentives could be used to attract more businesses to the High Street. Many respondents also suggested that more small business units would be helpful to encourage start-ups and small businesses. The next stage for the focus group is to determine what community action is needed to meet the objectives listed.
 - b. Nicky Daniel reported on the Planning and Environment Focus Group. The community questionnaire results clearly pointed towards most residents wishing to maintain the character of the town, so protection and possible expansion of conservation areas, and the incorporation of the guidelines of the previous Budleigh Salterton Design Statement were important aims. At the same time the plan must meet the future needs of the town, including affordability of homes and social housing provision.
 - c. Mark McGlade and Ellie Pepperill reported on the Community, Leisure and Well Being Focus Group. A strong committee has been recruited, with representation from St. Peters School (Steve Hitchcock), the Baptist Church (Julia Henley), Budleigh Medical Centre (Dr. Richard Mejzner), Budleigh Town Council (Lynda Evans) and the League of Friends (Sue Lake). Areas of concern for residents include provision of a swimming pool (explore use of school pool), and lack of child-care provision in the town. The community feedback has shown a lot of support for the Hospital Community Hub, the Medical Centre and the need for additional local quality care and dementia home beds with an ageing population. The local school and various festivals were also featured as highlights of the community to be preserved and promoted within the Neighbourhood Plan
 - d. Alan Jones reported on progress by the traffic and transport group. The Focus group members (Alan Jones, Geoff Lake, Graham Watson, Stuart Yerrell) have so far not been able to reach a consensus viewpoint on the key issues. However it is clear that High Street traffic is of concern to local residents. The Focus Group decided that Public Transport issues were beyond the scope of the Neighbourhood Plan.
3. It was agreed that the four focus groups present clear objectives at the next meeting.
4. Next Meetings: **Thursday 21st April, 7.00pm** BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 21st April

Present: Lynda Evans, Alan Jones, Chris Kitson, Geoff Lake, Mark McGlade, , Ellie Pepperell, Roger Saunders, Roger Sherriff (Chair)

Apologies: Nicola Daniel, Steve Hall, George Maddaford

1. Minutes of 17th March meeting were approved and signed.
 - a. Roger Sherriff (RSh) outlined the proposed timeline to completion:
 - i. June 26th Public Hall Meeting
 - ii. Mid September draft plan, incorporating public comments completed and presented to town council
 - iii. October/November – Stakeholder consultation (stakeholder list finalised by May 19th meeting)
 - iv. Send to EDCC (review can take up to 6 weeks)
 - v. Send to Examiner
2. RSh discussed the recently completed draft of the East Budleigh NHP and suggested it could be useful as a template for the Budleigh Salterton plan. RSh also outlined the need to identify potential authors for introductory sections of the plan, for example History and Natural Environment. RSh will be meeting with the Stan Roberts, who chairs the East Budleigh NHP committee.
 - a. **Action Item: Committee members to inform RSh what chapters should be included in the Budleigh Plan before the next NHP meeting.**
3. Focus Group Reports – The goal is to have Objectives or Key themes for each area ready for June 26th meeting
 - a. Built Environment (GL)
 - i. Section will include Introduction, Constraints (Statutory requirements), overall objectives (key objective is to Maintain the Character of the Town). Housing requirements in the local plan have already been met, so the group will concentrate on in-fill issues
 - b. Out and About (AJ)
 - i. Written document provided and attached to these minutes
 - c. Business (CK)
 - i. Written document provided and attached to these minutes
 - d. Health and Well Being (MM)
 - i. No update, focus group is meeting next week
4. Next Meetings: **Thursday 19th May, 7.00pm** BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 19th May

Present: Nicola Daniel, Lynda Evans, Steve Hall, Alan Jones, Chris Kitson, George Maddaford, Mark McGlade, , Ellie Pepperell, Roger Saunders, Roger Sherriff (Chair)

Apologies:

1. Minutes of 21st April meeting were approved and signed.
2. Media Contacts: Committee agreed that it is important to keep the press informed on the progress of the NHP, but also to clarify that nothing has yet been decided about potential policies. The committee agreed that all press contacts should be through the Chairman, Roger Sherriff
3. Focus Group Reports
 - Health and Well Being (EP)
 - i. Have studies other NHP layouts and decided that the Lymphstone model with Community Actions was the best for the group.
 - ii. Well-being should be at the heart of the plan, with four areas to consider: Healthcare, Leisure, Education and Worship
 - iii. The team consists of Steve Hitchcock, Richard Metzner, Sue Lake, Julia Henley, Ellie Pepperell, Mark McGlade and Lynda Evans
 - iv. By June each action will be identified with sub-actions and a lead group identified
 - Planning (ND)
 - i. Section will include evidence from questionnaire and open day comments
 - ii. Plan will be aligned with East Devon Local Plan strategies
 - iii. All policies will be backed up with evidence
 - iv. In total ND estimates it willtake 17 pages of A3 at the open day. ND to arrange printing
 - Out and About (AJ)
 - i. Section is trying to avoid a too dogmatic approach to plan development, but it is expected to generate controversy due to public interest in the topic
 - ii. Will present four key elements at the open day
 - Business (SH)
 - i. Will add tourism into business section, otherwise ready for public display
4. Action Items
 - After June 26th meeting the plan is to have a consultant check for overlaps between the groups
 - Steve Hall to check on display boards for public meeting
 - Publicity – need to run a ¼ page advert one week ahead of public meeting
 - R Sh to check on availability of editors
 - R Sh to obtain quotes from graphic designers
5. Time Line
 - August 2016- plan to graphic designer to prepare for pre-submission to town council

- September 12th – send plan to stakeholders
- October 31st – Make amendments based on feedback
- November 14th – Plan sent to EDCC
- Early 2017 Plan to Independent Examiner
- Mid Feb 2017 – EDCC arranges for April referendum

6. Next Meetings: **Thursday 23rd June, 7.00pm** BSTC Chambers
Public Meeting 26th June

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 23rd June

Present: Nicola Daniel, Lynda Evans, Steve Hall, Alan Jones, Chris Kitson, Geoff Lake, George Maddaford, Mark McGlade, , Ellie Pepperell, Roger Saunders, Roger Sherriff (Chair)

Apologies: None

1. Minutes of 19th May meeting were approved and signed.
2. Preparation for Public Consultation, 26th June:
 - RSh is printing hand-outs, A2 sheets for display completed
 - Post it notes and pens to be available
 - Arrangements for refreshments are in hand
3. Document Preparation
 - Draft contents page and objectives sections have been circulated by RSh to the committee
 - Draft sections completed so far
 - i. Introduction – (RSh)
 - ii. NHP Methodology (RSh)
 - iii. Appendix A – Conditions- (RSh)
 - Sections in preparation
 - i. Portrait of Budleigh Salterton (David Daniel, RSH)
 - ii. Housing, Built Environment, Natural Environment (ND)
 - iii. Business (CK, SH)
 - iv. Community, Well being (MM, EP, LE)
 - v. Getting around (AJ, GL)
 - It was agreed that policies should follow the East Budleigh template, and community actions could follow the Lymestone template
 - August 5th deadline for completed sections to be returned to RSh, allowing time for document formatting prior to submission to BSTC, April 2017 referendum if all stays on track
 - If 50 hard copies are printed (most reviewers will receive on-line versions), printing is likely to cost £400 - £600, graphic design £1100. RSh to apply for grant of £1500, leaving £3,800 of original grant unspent.
4. Next Meetings: **Thursday 30th June, 7.00pm** BSTC Chambers, following meeting July 28th
Public Meeting 26th June

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 30th June

Present: Nicola Daniel, Lynda Evans, Steve Hall, Alan Jones, Chris Kitson, Ellie Pepperell, Roger Saunders, Roger Sherriff (Chair)

Apologies: Geoff Lake, George Maddaford, Mark McGlade

1. Minutes of 23rd June meeting were approved and signed.
2. Review of Public Consultation, 26th June

Meeting was well attended, especially later in the day

- Planning (ND)
 - i. Several people commented that they would like new affordable housing to be restricted to local people in perpetuity. SH noted that the current criteria used by EDCC in allocating housing takes into account location, requiring school or job in Budleigh
- Business (SH)
 - i. Lots of comments about provision for small businesses and the need for small business units
 - ii. Nothing raised by consultation that has not been considered in developing draft plan
 - iii. Suggestion made that library might make meeting rooms available for small businesses
- Traffic (AJ)
 - i. A suggestion was made that there could be more signs on the High Street, e.g. Give Way or Priority signs to help with traffic flow
 - ii. No suggestions were made that have not previously been considered
- Leisure and Well Being (EP)
 - i. Nothing new was raised at the consultation

3. Report Formatting

- Use Font size 14, Calibri
- Coloured boxes, bold text for Policies and Community Actions, leave final colour choice to consultant/designer, but yellow was suggested for Community Actions
- Community Action Format: Single box, Action, with responsibilities underneath in italics.

4. Next Meetings: **Thursday 28th July, 7.00pm** BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 28th July

Present: Nicola Daniel, Steve Hall, Alan Jones, Chris Kitson, Roger Saunders, Roger Sherriff (Chair)

Apologies: Lynda Evans, Geoff Lake, George Maddaford, Mark McGlade, Ellie Pepperell

1. Minutes of 30th June meeting were approved and signed.
2. Progress Update: Draft plan is now complete except for some appendices and maps
 - Action Item: Please review for typo's spelling mistakes, formatting inconsistency etc.
 - R Sh to meet with designer in a weeks time, allowing for 3 weeks for the design to be finalised and 1 week for printing at Ink:press. Completion date target before 1st September 2016
 - Hard copy will be reviewed at the next meeting (Thursday Sept1, 7pm), and following meeting copies will be distributed to Budleigh Salterton Town Councillors and they will (hopefully) vote to approve September 26th
 - General Consultation starts 1st October
 - Action Item: Committee members to check consultee list to make sure no relevant organisations have been omitted

Meeting was well attended, especially later in the day

3. Next Meetings: **Thursday 1st September, 7.00pm**, BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Thursday 1st September

Present: Lynda Evans, Steve Hall, Alan Jones, Chris Kitson, Mark McGlade, Roger Saunders, Roger Sherriff (Chair)

Apologies: Nicola Daniel, Geoff Lake, George Maddaford, Ellie Pepperell

1. Minutes of 28th July meeting were approved and signed.
2. Hard copies of the draft Neighbourhood Plan were distributed to the committee
 - 50 copies printed
 - Copies will be given to BS town councillors on Monday September 5th
 - Council will vote to accept that the plan is a true representation of the consultation on September 26th. The council and individual members can make comments on individual policies as stakeholders in the next stage of the process.
3. A printed stakeholder list was circulated for review. An online copy will be circulated to all committee members.
4. Feedback from stakeholders: Process
 - Draft feedback forms were distributed
 - All comments received in the feedback process will be given an unique reference number, put on a master spread sheet and sent to the relevant focus groups for consideration.
 - It was suggested that posters about the consultation be placed on-line (e.g. Budleigh Families, Budleigh News) and also distributed to clubs and societies
5. Next Meetings: **Thursday 27th October, 7.00pm**, BSTC Chambers

Minutes of the Neighbourhood Plan Steering Committee meeting

Tuesday 23rd May 2017

Present: Roger Sherriff (Chair), Nicola Daniel, Councillor Steve Hall, Councillor Alan Jones, Councillor Chris Kitson, George Maddaford

Apologies: Roger Saunders, Lynda Evans, Geoff Lake, Mark McGlade, Ellie Pepperell

1. The purpose of the meeting was to discuss and approve the report written by the Independent Examiner (IE) Jill Kingaby on the Budleigh Salterton Neighbourhood Plan.
2. The Proposed Modifications (PM's) were discussed. All PM's were unanimously approved with the exception of the paragraph in PM7 relating to the amendment of Policy NE2 which required the reduction in size of the Hospital Garden.
3. Para 4.26 of the report calls for the reduction in the size of the Hospital Garden in response to a representation by Bell Cornwell (on behalf of Clinton Devon Estates). The IE felt that by accepting this request the site would be secured for the community in line with national planning policy. Those present disagreed with this proposal.
4. Councillor Kitson clarified the legal position regarding amendments to the Neighbourhood Plan as given to him by Shirley Shaw (EDDC Legal Planning Dept.). Councillor Hall detailed the position of the EDDC Planning Department on the application by Clinton Devon Estates to develop part of the Hospital Garden site.
5. The Steering Committee agreed that representations should be made to the EDDC Planning Dept. (Claire Rodway) detailing our objections to this proposal **(Action Roger Sherriff)**. It was also agreed that EDDC Planning Dept. should be informed of our acceptance of all the other Proposed Modifications **(Action Roger Sherriff)**.
6. No further meeting was planned at this time.