

MINUTES OF THE MEETING

OF THE THURLESTONE PARISH NEIGHBOURHOOD PLAN STEERING GROUP

Held in the Yeo Room of the Parish Hall on 2 February 2016 at 7.30 pm.

Present: Tony Goddard (Chairman) (AG), Sue Crowther (SC), Peter Hurrell (PH), Gary Luddington (GL), Kit Marshall (KM), David Martin (DM), Charlie Mitchelmore (CM), Robin MacDonald (RM), Jill Munn (JM), Judy Pearce (JP).

1. **Apologies:** Kit Marshall (KM), Chris White (CW)
2. **The Minutes of the last meeting** held on 1 December 2015 were agreed
3. **Matters arising not already on the agenda:** none
4. **Resignation** of Alan Taylor-Bigg from the steering group. TG read out his resignation letter and thanked him for his contributions.
5. **Verbal updates from the working groups**
 - **Wellbeing:** KM absent so covered by SC, who had recently met with KM and the other two working group members. The inventory of facilities so far drawn up now needs to be matched with the group's tasks and objectives. Future needs and plans would be explored for the care home, school, sports and recreational facilities. There is undoubtedly a need for more community engagement – see below.
 - **Homes:** The Buckland and Bantham surveys will have been completed by the end of next week. Thurlestone, which includes all information on present affordable housing in the Parish, is complete. A member of the working group is investigating sales/purchases and long term rentals through local estate agents. JP has written a paper on affordable housing, but there is a need to drive more opportunities out of the NP through low cost housing, self-build etc. A recent legal opinion maintains that a principal occupancy condition is legally enforceable. At some stage, an evaluation of any suggested sites would be needed and these should be treated with an open mind.
 - **Economy:** GL and PH have talked to a number of farmers and businesses in the parish. They are drawing up a plan showing the ownership of the farmland in the Parish and are trying to establish the time left to run on various leased premises.

6. **Amended draft Community Engagement Strategy:** This has been updated and a Schedule has been added showing all planned community events with timings. Dates were suggested for the week after Easter to get some families with children together to discuss the future of the Wellbeing aspects. In addition, as soon as possible, both the steering group and the community needed more information on the benefits as well as the limitations of Neighbourhood Plans. Planning Aid now only offer an online service, but it was agreed to invite Devon Communities Together to an open meeting between February and April. The merits of perhaps inviting someone who had played a part in the Roseland or Lyn Plans would also be investigated. Publicity needed to be worked out, because there would not be a new edition of Village Voice in the intervening period.
7. **Housing Needs Survey:** the steering group had had a meeting the previous week with Alex Rehaag, affordable housing officer at SHDC. The proposed questions had been fully discussed at the meeting.
8. **Quotation for main survey/Questionnaire from the Diverse Regeneration Company (DR Company):** SC, TG, GL and CW had recently met the DR Company. Dates would need to be confirmed and it was agreed that we should find out from Locality whether the work had to be tendered. JP would try to find out who Ugborough and Salcombe had used.
9. **Funding:** DM explained that he was in the course of applying to 'Locality' for a government grant towards the costs of the Questionnaire/survey. The total grant available is £8000, but with considerable bureaucratic strings attached as to how and by when the funds should be used. Funding will not be available until 1 April. The only way to run the accounts would be through the Parish Council (PC) as the NP Group was not an incorporated body. This would, however, mean that VAT would be recoverable by the PC, but that all invoices would have to go through the PC. The survey was likely to cost £3500 plus VAT and the printing costs would be about £650.

The steering group was very grateful for the grant of a further £3000 from the PC on the understanding that it would be paid back, if possible. This had been essential to prime the Questionnaire/survey and keep to the Project Plan dates. However, it was clear that Locality would not reimburse the group for any costs already incurred.

10. **Review of the Project Plan:** SC had circulated an update. Everyone agreed it was important to maintain the momentum, even though this was a challenging commitment for several of the steering group's members. It was

agreed that a traffic survey should be added. GL suggested a working group needed to be set up soon [Infrastructure working group] to work out the details, and April/May was agreed as the best time for the survey.

- 11. AOB:** GL wished the group's gratitude to SC for the amount of time she was spending on the Plan to be publicly recognised. Everyone agreed.
- 12. Date of the next meeting:** Tuesday 1 March 2016 at 7.30 in the Yeo Room.