

## **Aylesbeare Neighbourhood Plan Steering Group (B)**

### **30th March 2017 Minutes**

#### **Attendees:**

Jenny Meredith

Bill Pearson

Peter Williams

#### **Apologies:**

Mark Fisher

#### **Background**

##### **1. Establishment of Steering Group (B)**

Due to the resignation of the majority of members of the original Aylesbeare Neighbourhood Plan Steering Group, this second Steering Group (Group B) was formed from volunteers that attended the Parish Council meeting on the 8<sup>th</sup> March. Steering Group (B) has two key aims:

- i) To complete the Aylesbeare Neighbourhood Plan
- ii) To endeavour to seek views from as many Parishioners as possible so that the final plan reflects the views of the majority of residents.

##### **2. In Advance of the Meeting**

Steering Group (B) members corresponded via email to agree a short article for inclusion in the April edition of the 'Aylesbeare Topics' magazine. The article aimed to notify all Parishioners of the establishment of the group, introduce the members, and offer all Parishioners the chance to join the Steering Group.

#### **First Steering Group (B) Meeting Minutes**

##### **3. Terms of Reference**

The group met on 30<sup>th</sup> March 2017. First agenda item was to review the original Steering Groups Terms of Reference. JM, BP, and PW agreed to slightly amend the previous Terms of Reference to reflect that Steering Group (B) are taking forward the final stages of completing the Neighbourhood Plan rather than developing a completely new Plan. The group agreed the final Terms of Reference and that these should be sent for inclusion on the Aylesbeare Parish Council website.

#### **4. Review of work completed to date by the independent Neighbourhood Plan Consultant (Martin Parkes)**

Steering Group (B) had been asked by the original Steering Group Chairman to confirm that they are content for the Consultants fees to be paid. Whilst Group (B) had received copies of the Consultant's completed work, they had not seen the original contract in order to verify that the contractual obligations had been met. Therefore Group (B) agreed that whilst we could not formally sign-off this work ourselves, we could see no reason to object to the payment of the consultant if the original Steering Group are content with the work to date and that the contract has been fulfilled.

PW: - to contact the Parish Council Clerk to inform her that Group (B) have no objections to paying the consultants fees if the original Steering Group are content the contract has been fulfilled.

#### **5. Our approach and timeline**

The group discussed the work that was required over the coming weeks; they agreed areas of responsibility and a draft timeline. The following areas were agreed:

JM: – to review all of the responses to the formal consultation and identify key issues. JM to report back the findings at the next Steering Group (B) meeting.

BP: - to research what can be included in a Neighbourhood Plan and to compare this with the current draft plan for Aylesbeare. BP to report back the findings at the next Steering Group (B) meeting.

It was felt that these two pieces of work will then help the members of the group to determine which issues should be included in any further consultation with Parishioners.

Communication with Parishioners: - the Steering Group agreed the importance of ensuring that all Parishioners are informed of the work the Steering Group are undertaking. It was agreed that updates will be provided via 'Topics', at the Parish Council meetings, and on the two noticeboards in the village.

PW: agreed to explore other ways of communicating with our community to ensure a cross-section of the population are aware of the Neighbourhood Plan and the work that Steering Group (B) are undertaking.

Engagement: - It was agreed that contact should be made with Tim Spurway (East Devon's Neighbourhood Planning Advisor).

PW: agreed to make contact with Tim Spurway.

## **6. Draft Timeline**

April 2017	Analysis of consultation responses and review of items for inclusion in a Neighbourhood Plan
May 2017	Draft a questionnaire for consultation with Parishioners
June 2017	28 day consultation
August 2017	Analysis of responses
September 2017	Draft Neighbourhood Plan
October 2017	Submit draft Plan to Parish Council for review

## **7. Date of Next Meeting**

27 April 2017, timing and venue to be confirmed