MINUTES OF A MEETING OF THE LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP HELD ON WEDNESDAY, 27 MARCH 2019, AT 7.30 PM IN LUPPITT VILLAGE HALL

Present:

Roger Hicks, Michele Turner, Christine Ryder, Graham Russell, Steve Berry, Lucy Murray, Mary Hill, Mark Hickman, Tracey Rosewell, Sara Gordon, Claire Stevens, John Thorne, Danek Piechowiak

ITEM		ACTION
1.	Apologies	
	Apologies were received from Steve Smith, Alex Turnham, Mary Anne and David McCaig	
2.	Minutes of previous meeting	
	It was agreed unanimously that the Minutes of the last meeting held on Wednesday, 27 February 2019, should be accepted as a true record of that meeting.	
3.	New Sub-Group Members	
	There are a number of new members to the Environment Sub-Group – Claire Stevens, Mary Anne and David McCaig and Simon Murphy. An updated v9 of the Sub-group teams was sent to the Leads on 25 March.	
4.	Parish Character Assessment	
	Fiona Fyffe has pencilled in week commencing 8 April to start work. Her document just completed for East Devon has been adopted by AONB and EDDC and is on their website.	
5.	Report from CPRE Meeting with Housing Minister	
	 CPRE stands for Campaign for the Protection of Rural England Roger and Christine attended an event on housing, attended by the Hugo Swire, MP for East Devon and special guest Kit Malthouse, the Housing Minister. Highlights of the meeting: 0.1% of the UK is covered by housing 56% of all development is taking place on brownfield sites More houses are being built than there are households Developers are not honouring their obligations to build affordable houses Current target for Devon is 5,793 houses being built per annum and the largest increase locally has been in East Devon CPRE is trying to protect the countryside but say local plans are projecting 38% more housing than is required. Key Issues: Affordable houses are not being built as they should There is a question as to how to deal with the waste generated by site development. The Minister is suggesting that all developers must now find ways to reuse and dispose of waste material on site rather than try and ship the problem 	

 No-one is building bungalows Roger also had the opportunity to meet Chris Hoyle, Chairman of the East District Planning Committee. He provided some comments on what was needed for a successful Neighbourhood Plan: Avoid woolly phrases like 'would like to see' and 'we prefer'. Use definitive and specific language to state clearly what the community wants. Inspectors will use the forward 5 year housing supply plan when considering planning applications. They are more likely to grant permissions where there is no supply allowed for. The policies we are putting in place in our plan are therefore more likely to be taken into account and accepted as East Devon does have a 5 year housing supply plan. Christine has subsequently met with CPRE and decided to take up membership. Christine and is looking to make a recommendation for the Parish Council to join. Frocedural Stages - Progress Timetable has been circulated giving details of key stages. We are currently on target and at item 15 A concern was raised that the timelines for the input from the subgroups was very tight Timelines will be reviewed as we go and adjusted if necessary 	
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7. Housing Needs Survey	
 Following the questionnaire results the next stage in considering whether there is a 'need' for affordable housing in Luppitt is a Housing Needs Survey Mark Hickman has spoken with Janis Alexander from Devon Communities Together who perform these surveys. All households are involved There is a contribution required from the Parish Council of £300 Mark has a copy of the survey and cover letter which can be adapted for use Survey covers 3 main areas namely: Views on housing Older resident's requirements Personal circumstances and income Both people within the parish and people with a local connection can take part in the survey. The process would take around 6 weeks to complete with an expected response rate of 25-30% There were differing opinions as to whether the Housing Needs Survey should take place at all and if it did, whether it should take place before or after the Neighbourhood Plan was adopted. It was proposed that Mark should send out all the information he had to the Steering Group members and tabled at the next meeting on 1 May for a vote as to how it should be taken forward. The proposal was unanimously agreed. If the vote is carried the Parish Council will be asked to make the final decision 	
Reports from Sub-Groups Balanced Community and Renewables - MT – meeting held and some input already collected in draft form. Additional input still	

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expected. Meeting scheduled Tuesday 2 April for follow up discussions • Natural Environment - MH - meetings held and recommendations documented. Sub-group lead to send soft copy of recommendations to Michele to circulated with the minutes. Key points: • Overall the draft plan is in line with the recent survey report on There does need to be more clarity around the Commons to enable better understanding perhaps through the website one planting of more trees on More community projects such as the removal of Himalayan Balsam on The group thought the suggestion of them being responsible for the setting up and running of a study to monitor habitats in Luppitt was outside of their remit and that this should remain with the Community Project Lead • Listed and Historic Buildings - GR - meetings held and view is that the current draft plan is in line with the outcome of the 2018 survey report. Only one concern was voiced relating to the listing of notable but not listed buildings in the parish. This is something which stems from Historic England. • New Development - MH - have had initial discussions and no material changes but some areas need to be less ambiguous. Mark is drafting a summary of Policies and Objectives which the group will finalise at their next meeting. Would be useful to have the template the Balanced Community and Renewables Group have used. Michele to send out to sub-group leads • Community Projects - CR - This has the potential to become a very large subject with the many different ideas put forward. The actions will continue over a long period of time. The group started with setting their strategic objectives: • To create new, enhanced communications platforms for information dissemination, information sharing, and support system co-ordination throughout the Parish. • To carry out a feasibility study into the practicality of creating a wider range of community facilities within the Parish, initially focusing on how the existing facilities could be further developed. • To develop the sense of	Mary Michele Michele
9. Next Steps All sub-groups now need to finalise their inputs for the 1 May Steering Group meeting.	Sub-group Leads
 10. Any Other Business No additional points were raised. 11. Date of next meeting The next meeting of the Steering Group will be Wednesday, 1 May, at 7.30 pm in the Village Hall. The meeting closed at 21.30 hrs. 	
 Action Update Michele to upload the Transform report and presentation onto the website 	Complete

LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP

ITEM	ACTION
 Sub-groups to meet and consider the report against the draft Neighbourhood plan and make recommendations at the Steering Group 27 March. <i>Update 27/3</i>: Progress has been made by all sub-groups but further work is required for the completion of full recommendations. Size of steering group – Rosalind to discuss with Parish Council Transform reports to be delivered to all residences. Application for funding for Parish Character Assessment Updated list of sub-groups to be circulated – <i>Update</i>: latest update circulated to sub-groups leads by Roger on 25/3. Lead members need a copy of draft Neighbourhood Plan to sub-group leads. Update: Rosalind sent this to sub-groups leads on 1 March. It can also be found at the following web address: http://www.luppittparishcouncil.co.uk/_UserFiles/Files/Neighbourhood%20Plan/LNP%20First%20Consultation%20Draft%2001.03 .18.pdf 	Carried forward Carried forward Completed Not yet due Complete Complete