

LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF MEETING HELD ON TUESDAY, 8 JULY 2014 AT 8 PM IN LUPPITT VILLAGE HALL

Present: Cllrs John Thorne, Gavin Brake, Kathy Crabb, Derek Hooper, Paul Prettejohn, Brian Pulman, Stephen Berry, Adam Crabb, Victoria Ford, Tom Nancarrow, Stephen Smith, Paul Weston (Consultant), Rosalind Buxton (Clerk)

Apologies: Annie and Nigel Laing

ITEM	ACTION
<p>1. Minutes of previous meeting</p> <p>Brian proposed that the Minutes of the meeting held on Tuesday, 1 July, be accepted as a true record of the meeting. This was seconded by Kathy – all in favour.</p>	
<p>2. Consultant overview</p> <p>John welcomed Paul Weston to the meeting and Paul gave a detailed overview of the Neighbourhood Plan. The Localism Act, which Paul described as a very powerful document, enables communities to take control of their parish and how it is developed in the future. Over 1,000 parishes are working on a Neighbourhood Plan nationwide although only about 30 have completed the process. The Neighbourhood Plan will have a status in law and must be recognised by the local planning authority. It must conform with the strategic plan of the local authority (East Devon District Council).</p> <p>Paul will produce a project plan for Luppitt and email it to Rosalind.</p>	
<p>3. Questionnaire</p> <p>There was a general discussion about the questionnaire. It was agreed to offer one prize of £100. Some members felt it was important that the completed questionnaires were returned to Luppitt so that people's views could be noted although it was pointed out that this information would form the basis of the Community Council of Devon's analysis. Brian proposed that the questionnaire was posted out to each household for return in pre-paid envelopes to CCD for analysis. This was seconded by Derek and passed unanimously.</p> <p>Kathy proposed that one questionnaire was sent to each household. If more than one person wants to complete the questionnaire, it can be photocopied and included in the pre-paid envelope. This was seconded by Gavin and passed unanimously. Instructions need to be put on the covering sheet.</p> <p>Rosalind will speak to Martin Parkes at CCD to confirm the procedure with regard to the delivery, return, collation of the questionnaires and their eventual return to Luppitt Parish Council.</p> <p>It was felt that a deadline of 21 days from the date of posting should be sufficient and Gavin proposed that John should have the flexibility of adjusting the date if necessary. This was seconded by Stephen (Berry) and passed unanimously.</p>	<p>Rosalind</p> <p>Rosalind</p>

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<p>4. Consulting and engaging with local organisations</p> <p>Rosalind had prepared letters for John to sign to be sent to local organisations. Letters must also be sent to statutory bodies and service agencies. They should go to named officers by email. Gavin asked if a level of local scrutiny could be applied. Paul said that the Steering Group must ensure that there is engagement with the necessary statutory bodies.</p> <p>John, Kathy and Rosalind will meet to decide which statutory bodies are relevant to Luppitt and then letters will be sent accordingly.</p>	John/Kathy/ Rosalind
<p>5. Next Steps</p> <p>It was decided to complete the questionnaire process before arranging another meeting. The Steering Group can keep in touch by email.</p> <p>The meeting closed at 9.40 pm.</p>	Rosalind