Neighbourhood Plan Working Group

Minutes of NPWG Meeting Wednesday 4th July 2025

9.30am Village Hall (Maple Room)

Present: Alison Carr (ACrr), Margaret Hall (MH), Vivien Shrubsall (VS), Cllr Ann Cooper (ACpr), Michael Wood (MW), Anne Oliver (AO) (WHPC Clerk)

Apologies: N/A

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1. To approve the minutes of the meeting of 23rd May 2025 meeting. (previously circulated).
   The minutes of the working group meeting of 23rd May 2025 were confirmed as a true record of the meeting.

2. To receive an update on Community Surveys – number of responses received, any need for further publicity.

   204 Adult Survey and 11 Young Persons Survey responses has been received so far.

   The special edition of the WHPC Newsletter publicising the survey had been distributed to village homes. A publicity banner was installed outside the Morrison's store and posters put in the WHPC noticeboards. The survey was featured in the Sidmouth Herald newspaper. Village Groups and members had been encouraged to get involved in the survey.

   The working group decided the following actions to boost the number of responses before the closing deadline 19th July:

   Action: Email 'reminder' to village groups (AO – done)

   Action: Add "x days to go" to the banner (MW – done)

   Action: put up posters around the village with "x days to go" (MW - done)

   Action: reminders on Facebook WOIWH - (MH - done)

3. To decide arrangements for feedback from Surveys, including how to present results to community.

   Once the survey has closed Acrr will produce and circulate initial Survey Monkey reports and data to WG (quantitative, word clouds, text comments).

   The next WG meeting on 5th September would review the survey responses.

   It was decided to publish a summary of the survey responses:

   Action: Book a venue for a drop-in session (AO – done Friday 17th October, Main Hall Village Hall 3.30-7.00pm)

   Action: Prepare article to be published in the autumn WHPC Newsletter. (MH/AO)

4. To receive feedback on meetings with village group and organisations:

Members of the group shared feedback from meetings with village groups/organisation, focussing on aspirations and concerns:

a. West Hill Pre-School
b. West Hill Wasps
c. Village Hall
d. West Hill Primary School
e. RBL
f. Village Groups: Women's Group

5. To consider commissioning Design Codes study - we need to consider:

a. Preparing a brief

a. Choosing & appointing consultant

a. Costs - approval from WHPC

The meeting received a report on the Government's decision to withdraw funding for the development of new Neighbourhood Plans. The group discussed other potential sources of funding including the use of allocated WHPC reserves.

It was unclear whether, Aecom, would continue to provide specialist planning service to communities developing a Neighbourhood Plan.

Action: MH/AO to investigate the other consultants and potential costs.

Action: MH/AO to liaise with EDDC Planning Neighbourhood Plan Officer regarding other specialists.

6. To review NPWG Financial Statement: Noted (appendix 1)

7. To agree date of next meeting:
Next meeting Friday 5th September 2025 (venue to be confirmed)

11th July 2025

Anne Oliver, Parish Clerk

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Appendix 1

Report: 3rd May 2025

Neighbourhood Plan Work Group
Financial Report

2025-2026

Available funds			£	
	2025-2026 Earmarked Reserve - Neighbourhood Plan		10,000.00	
	Expenditure		£	vat
1	03/04/2025	VH Room Hire (Mar-25)	19.00	-
2	20/05/2025	Survey Monkey	330.00	66.00
3	03/04/2025	VH Room Hire (23/04/2025)	9.50	-
4	05/06/2025	VH Room Hire (23/05/2025)	9.50	-
5	03/07/2025	NP Survey Banner + Posters	118.66	-
6				
7				
8				
9				
		Year to Date 2025-2026	**£486.66**	66.00

2024-2025		Expenditure		
	03/04/2025	VH Room Hire (Jan/Feb-25)	28.50	-
	27/03/2025	Janvrin Edbrooke NP Consultancy (Workshop)	172.00	-
		Total payments 2024 - 2025	£200.50	-

Anne Oliver, 3rd July 2025