

WHPC Neighbourhood Plan Working Group

Approved Minutes of the Meeting: Friday 4th April 2025

Present: Alison Carr (APC), Margaret Hall (MH), Vivien Shrubsall (VS), Michael Wood (MW), Cllr Ann Cooper (AC), Anne Oliver, WHPC Clerk (AO), plus guest Neil Bromley (NB)

Minutes Approved: NPWG Meeting 23rd April 2025

1. To approve the minutes of the meetings of 14th February 2025

The minutes of the working group meeting of 14th February 2025 were confirmed as a true record of the meeting.

2. To receive feedback from the NPWG presentation to the Annual Parish Meeting.

The Annual Parish Meeting was attended by 48 members of the community. MH gave a short presentation:

- explaining why the group were developing a new NP
- explaining the importance of community engagement to inform the NP, and
- to publicise the upcoming NP Survey in June 2025.

A. Additional Item:

Neil Bromley (NB) joined the meeting to discuss the preparation of a logo for the West Hill NP project. The Group agreed to have a logo to be used on all communication materials. The group considered several initial sketches and discussed a design brief.

NB will circulate 1st draft sketches for comment.

NB left the meeting.

3. To receive an update the application to EDDC for funding for a Housing Needs Assessment and to decide actions. (Appendix 1)

MH reported on EDDC's response to the application to EDDC for funding for a Housing Needs Assessment. It's unlikely that the EDDC will fund a HNA for West Hill as their funding is limited to 2-3 surveys in 2025/6 and they are likely to prioritise HNA's which focus on providing Affordable Housing.

Costs for a HNA commissioned for West Hill were expected to be approx. £4,000 - £5,000 +vat (figures provided by Devon Communities Together/EDDC).

The Group discussed alternative options for funding:

- a. Self-funded HNA

b. Application to Locality

- a. The criteria for Locality Funding have not yet been published (Jul 2025?). It is anticipated that the criteria may be focussed on development/Affordable Homes.

c. Include a basic HNA section in the upcoming NP Survey.

It was resolved to include a basic HNA section in the upcoming NP Survey. Subject to the responses to the survey a HNA may be commissioned at a later date.

4. To review the draft NP Survey and to decide actions:

- a. Prepare further draft
- b. Do we need a survey for young people?
- c. Plan for contacts with village organisations
- d. Timetable

The Group reviewed the 1st draft NP Survey and developed a 2nd draft of the Survey.

Items **b,c** and **d** were carried forward to the next meeting.

5. To review the draft Basic Conditions Template and decide actions.

It was agreed to consider this item at a future meeting.

6. To review NPWG Financial Statement.

AO gave a short financial report:

Available funds		£	
Earmarked Reserve - NP (@ 31.03.2024)		10,000.00	
Expenditure		£	vat
1	03/04/2025 VH Room Hire (Jan/Feb-25)	28.50	-
2	27/03/2025 Janvrin Edbrooke NP Consultancy (Workshop)	172.00	-
3	03/04/2025 VH Room Hire (Mar-25)	19.00	-
Total to date		£219.50	-

7. To agree date of next meeting:

Next NPWG meeting: 9.30am Wednesday 23rd April 2025 at the Village Hall

4th April 2025

Anne Oliver, Parish Clerk

Tel: 07450 388198 / 01404 232100, Email: clerk@westhillparishcouncil.gov.uk