APPROVED 3rd October 2025

Neighbourhood Plan Working Group

Minutes of Meeting Friday 19th September 2025

9.00am The Narthex, St Michael's Church

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1. To approve the minutes of the meeting of 5th September 2025. (previously circulated).
   The minutes of the working group meeting of 5th September 2025 were confirmed and signed as a true record of the meeting.

2. To receive details of a Housing Needs Survey prepared by Devon Communities Together and to decide actions and costs as considered appropriate.

   The meeting received an update on two versions of a Housing Needs Assessment Survey (HNA) offered by Devon Communities Together. The Group discussed the response to the "future plans" questions in the recent community survey and it was decided not to proceed with a HNA at this time. It was decided that the focus would be to develop Design Codes for West Hill.

3. To receive an update on research into consultants offering support for the development of Design Codes.
   The meeting received an update on initial discussions with consultants offering specialist support.
   Action: MH to circulate a brief to the group for sign off prior to distribution to potential consultants.

4. To approve
   - an article for the WHPC Newsletter (previously circulated) and
   - Neighbourhood Plan Survey 2025 Full Report

   Both documents were approved for publication on 4th October 2025.

5. To agree arrangements for the Drop-in Consultation 17/10/25 3.30-6.30pm
   The meeting agreed the aims of the session and the information to be displayed.
   The meeting approved a budget of £100+vat for printing and stationery.

7. Next steps - defining themes, potential policies, further studies needed

   To be considered at the next meeting.

8. To complete WHPC volunteer declaration. One form remained outstanding.

9. To agree date, time and venue of next meeting: 9.00am, Friday 3rd October 2025

Anne Oliver, Parish Clerk, 22nd September 2025

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