

Luppitt Neighbourhood Plan

Consultation Statement

This Consultation Statement Supports the
Luppitt Neighbourhood Plan Submission
Version, dated February 2022

Submission version
February 2022

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1.0 Introduction

1. In 2013 Luppitt Parish Council voted to commence formalities to create a neighbourhood plan for Luppitt. Consultants were appointed, a Steering Group established, terms of reference issued and a household questionnaire distributed in 2014. An initial consultation letter was sent to all residents in November 2014 (see **Appendix 3**) and a start was made on the text for the first draft of the neighbourhood plan.
2. The consultant's appointment expired in 2015 and was not renewed due to a disagreement with the then parish council chairman. Later that year a parishioner, a former Chartered Surveyor with experience of planning matters, agreed to continue the work of the consultants. In 2016 a start was made on a revised draft and this was completed in March 2018, based largely upon the responses to the 2014 parish questionnaire.
3. However as four years had passed, it was decided to deliver a new questionnaire to all parish households and businesses to start consultations anew. The initial draft was largely re-written and this Consultation Statement explains how the post 2018 consultations were organised, when they took place and how they influenced the production of the Luppitt Neighbourhood Plan. A summary of the key issues arising from the consultations is included in addition to an audit trail of events, recorded opinion and decisions made.
4. This Consultation Statement should be read in conjunction with four other documents:
 - **'Luppitt Neighbourhood Plan - Submission Version', February 2022**
 - **'Luppitt Parish Questionnaire 2018'**
 - **'Luppitt Parish Residents Survey 2018'** - Independent analysis of the questionnaire responses
 - **'An Introduction to the Luppitt Neighbourhood Plan - Summary and Explanation'**

2.0 Legislation and Compliance

1. This Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012. Section 15(2) defines a 'consultation statement' to mean a document that:
 - contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
 - explains how they were consulted;
 - summarises the main issues and concerns raised by the persons consulted;
 - and

- describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.
2. Neighbourhood Planning Guidance requires a qualifying body (Luppitt Parish Council) to be *'inclusive and open'* in the preparation of its neighbourhood plan and to ensure the wider community:
 - is kept fully informed of what is being proposed;
 - is able to make their views known throughout the process;
 - has the opportunity to be actively involved in shaping the emerging neighbourhood plan;
 - is made aware of how their views have informed the draft neighbourhood plan.

3.0 Luppitt Parish Council

1. To satisfy these requirements, Luppitt Parish Council (as the 'qualifying body') formed the 'Luppitt Neighbourhood Plan Steering Group', a group of parish councillors and parishioners directed by formal terms of reference ([see Appendix 1](#)) to actively engage with the parish community and prepare a draft neighbourhood plan to reflect the concerns, aspirations and ideas of the majority. This Consultation Statement explains that those consultations were wide-ranging and conducted in a well publicised and inclusive manner.

4.0 Screening Opinions

1. Two screening exercises were undertaken at an early stage to consider whether the emerging plan would potentially have significant environmental impacts or likely significant effects on the protected characteristics of the Blackdown Hills AONB which covers the entire neighbourhood plan area.
2. A screening opinion for Strategic Environmental Assessment (SEA) and a screening opinion for an Appropriate Assessment under the Habitats Regulations (HRA) were issued by East Devon District Council (EDDC) in December 2014 and consultation was undertaken with statutory bodies by them. A draft letter was issued by EDDC on 10 December 2014 stating that no formal SEA would be required for the Plan but this was subject to consultation responses awaited from English Heritage, The Environment Agency and Natural England by 21 January 2015.
3. EDDC re-screened the 'Luppitt Neighbourhood Plan - Submission Draft, October 2021' in December 2021 and re-consulted with the consultation bodies. This concluded that neither SEA or HRA screening was required, to which the two responses received, from Historic England and Natural England, concurred.
4. Natural England recommended the additional inclusion of reference to 'Hense Moor Meadow SSSI' in the Neighbourhood Plan and this has subsequently been included.

5.0 Equality and Inclusivity

1. The Parish Council recognises that the foundation of a good neighbourhood plan is an effective and inclusive programme of consultation and engagement. The Parish Council's objective was therefore to reach everyone with a stake in the future of the parish and local area including people living, working or doing business here, those who deliver services to the local communities and people who have influence over the future of the area.
2. The Parish Council listened to everyone with a view, regardless of gender, ethnicity, colour, disability, religion, family responsibility, age, occupation, marital status, sexual orientation or trade union affiliation. The Parish Council made efforts to reach those that have traditionally been hard to reach and hard to hear. It agreed a 'Communication Programme' ([see Appendix 4](#)) as part of an overall consultation and engagement plan, both to guide its approaches and to monitor effectiveness.

6.0 Terms of Reference

1. The Parish Council issued the first Terms of Reference to the Steering Group in May 2014. Since then the terms have been revised and updated and the latest version (Jan 2019) is attached ([see Appendix 1](#)).
2. The Parish Council is the qualifying body responsible for the preparation of the Neighbourhood Plan and the Plan is a document produced and owned by the community as a whole. The Steering Group is an advisory body and as such makes recommendations to the Parish Council. The principal terms of reference include a requirement for the Steering Group to:
 - prepare and implement a programme for producing the Neighbourhood Plan;
 - work with officers from East Devon District Council to ensure that the Plan conforms to national and local policies;
 - ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation and that all relevant information is published on the Parish Council website and/or the parish magazine;
 - obtain evidence required to support the policies to be developed for inclusion in the Neighbourhood Plan;
 - prepare a sustainability appraisal and/or Strategic Environmental Assessment and/or Habitats Regulation Assessment if appropriate;
 - prepare a draft Neighbourhood Plan with any revisions following public consultation.

7.0 Summarised Timeline

To provide some context to the timings of the consultation process, an overview of key dates is provided here:

October 2013

Application made by Luppitt Parish Council to East Devon District Council for the parish to be designated a 'Neighbourhood Area'.

May 2014

Intention to create a 'Luppitt Neighbourhood Plan' first published; consultants appointed; terms of reference prepared; first parish questionnaire distributed - the *'2014 Luppitt Parish Questionnaire'*

March 2016

Consultants appointment expire and replaced by a parishioner. Work restarts on the draft plan text informed by the results of the 2014 Luppitt Parish Questionnaire.

March 2018

Initial draft of the 'Luppitt Neighbourhood Plan' completed; Steering Group enlarged and seven sub-groups created to consider the draft text

November 2018

As four years had passed, a second questionnaire was distributed - the *'2018 Luppitt Parish Questionnaire'*

January 2019

Output from the 2018 questionnaire was analysed by independent consultants and results fed back to the Steering Group in a report titled *'Luppitt Parish Residents Survey 2018'*

April 2019

Parish Council commissioned consultants to prepare the *'Luppitt Landscape Character Assessment'* on behalf of the Steering Group,

May 2019

Following twelve months of consultation and discussion, the recommendations of the Steering Group and sub-groups were finally agreed (**see Appendix 10**) and incorporated into a significantly updated second draft. This was largely based upon the results of the 2018 Luppitt Parish Questionnaire and informed by the Luppitt Landscape Character Assessment

December 2020

A series of four special briefing meetings were held for the Parish Council by the Steering Group to ensure that councillors had a good understanding of the latest draft text. An explanatory briefing note to the sections under consideration at each session was circulated prior to the meetings (**see example in Appendix 14**)

February 2021

Parish Council signed off the final draft at a meeting on 9th February

April 2021

The final draft was then circulated to statutory and other consultees as required under Regulation 14; a printed synopsis - *'An Introduction to The Luppitt*

Neighbourhood Plan, Summary and Explanation' - was distributed to each parish household and business

June 2021

The responses from 64 statutory consultees and further comments from the parish community were included in a report of 'Potential Final Text Amendments' sent by the Steering Group to the Parish Council on 23rd June ([see Appendix 11](#))

July 2021

Following an item by item consideration of these comments by the Parish Council at a meeting on 8th July, agreement was reached and each decision minuted ([see Appendix 12](#)) and instructions given to the Steering Group to make the final amendments

October 2021

With all amendments made, the final draft the '*Luppitt Neighbourhood Plan - Submission Draft, October 2021*' - was approved for submission by the Parish Council in October 2021

February 2022

The supporting documents - the 'Consultation Statement' and the 'Basic Conditions Statement' - were finalised in readiness for submission

8.0 Organisation and Administration

1. **The Parish Council** organised the following focus groups which comprised parish councillors and representatives from the wider parish community. Around 30 to 40 parishioners regularly took part in these group meetings which represents between 10% and 15% of parish residents.
2. **Steering Group** - In March 2018, the Parish Council invited parishioners to join with parish councillors to enlarge the Steering Group first established in 2014. To ensure that opinion was sought from the widest cross-section of the community, efforts were made to encourage householders, farmers, business owners, employers, employees and the unemployed, the retired, young and old and all genders to attend. The meetings were open to all parishioners and were well advertised in advance through the parish magazine. A chairman and deputy chairman were elected and the parish clerk issued agenda's and recorded comments, concerns and ideas at each meeting. ([see Appendix 6 and Appendix 7](#)). The chairman submitted regular progress reports to the Parish Council.
3. **Sub-Groups** - Much of the detailed work of the Steering Group was undertaken by seven sub-groups ([see Appendix 2](#)). Five of these were tasked to consider the initial draft text and the output from the 2018 questionnaire under the following topic headings:
 - Balanced Community
 - Natural Environment

- Historic and Built Environment
 - New Development and Change of Land Use
 - Climate Change
4. A further sub-group was formed to specifically consider non-planning proposals that could benefit the parish (the 'Community Projects' group) and another to focus upon publicity, awareness and inclusivity (the 'Communications' group).
 - Community Projects
 - Communications
 5. The sub-groups met regularly and the output from each group was distilled into schedules of proposed amendments to the draft text. When finally completed and agreed, the schedules were circulated to the Steering Group for further comment and the review process finally ended at a Steering Group meeting on 29th May 2019 with agreement as to the amendments to be made to the draft text.
 6. **Steering Group Committee** - A Steering Group committee comprising the leader of each sub-group, the Steering Group chairman, parish clerk and the parish council chairman also met monthly. Its purpose was to set direction for the Steering Group and sub-groups and to review all output and recommendations from these groups. It also considered any new directions issued by the local planning authority (East Devon District Council), any changes in planning law or updates issued through the National Planning Policy Framework (NPPF) or the National Planning Practice Guidance (NPPG) and anything else of relevance to the neighbourhood plan process. The committee regularly updated the '*Procedural Stages*' table which set out a detailed road map to the referendum and was issued to the Steering Group from time to time. ([see Appendix 5](#))

9.0 Communications

1. **Communications Strategy** - To ensure that the community of Luppitt parish was consulted as a whole, the Steering Group committee and the 'communications' sub-group agreed a strategy which is contained in the 'Communications Programme' ([see Appendix 4](#)) for 'publicity, awareness and inclusivity' which was regularly reviewed. The strategy was designed to encourage all parishioners to express their concerns, opinions and ideas through the regular Steering Group meetings or alternatively submit them to individual Steering Group members in person or by letter, email or phone. The objective was to reach everyone who lived or worked in the parish.
2. **Publicity** - To encourage resident participation, notices of meetings were placed in the parish magazine ('*The Luppitt Packet*') and on each of the three parish notice boards. On two occasions each household and business in the parish was contacted direct by letter and in addition some were contacted by phone. In addition regular reports, updates and articles were posted in the parish magazine ([see example in Appendix 13](#)). Notes of meetings at all levels were recorded

and distributed by email to Steering Group members and also to any other parishioner who wished to be kept directly informed.

3. **Public Meetings** - Public meetings were held in Luppitt Village Hall (Covid-19 rules permitting) a centrally located and well equipped venue with good parking and facilities for the less able-bodied.
4. **Website** - In the period 2014 to 2018 notices and reports of meetings were published on the parish council website - www.luppittparishcouncil.co.uk. In 2018 a dedicated website became operational, designed specifically as a resource and reference point for the Luppitt Neighbourhood Plan - www.luppittneighbourhoodplan.org. The website was regularly updated with new material. At the Regulation 14 stage it was decided to divide the draft neighbourhood plan text into five separate topics, each with its own voiceover spoken by a parishioner as an aid to greater understanding and accessibility.
5. **Parish Council Reporting** - The Steering Group chairman submitted a report to the Parish Council in person each month and the parish magazine published the minutes of Parish Council meetings which included a standing monthly item, '*Neighbourhood Plan*', which recorded neighbourhood plan progress.
6. **Plain English** - An editorial group was established to thoroughly check the text and ensure that policies and community actions were written in 'plain English' that could be understood by all.
7. **Corona Virus Pandemic (Covid-19)** - The 2020/21/22 global Corona virus pandemic had some impact upon the processes in developing the neighbourhood plan. As government regulations did not permit public meetings to be held in person, the parish council organised electronic 'Zoom' meetings for Steering Group and parish council members to replace the normal meetings. On three occasions, additional public 'Zoom' meetings were organised at which members of the public attended. The dates of these were well publicised.

10.0 Community and Statutory Consultations

1. **Aims** - The aims of the Luppitt neighbourhood plan consultation process were to:
 - a. 'front-load' the consultation, so that the Plan could be informed by the views of local people and other stakeholders from the earliest stage
 - b. ensure that the consultation events enabled people to have their say and to obtain feedback on the emerging plan at key points in the process and when decisions were required
 - c. engage with as wide a range of the community as possible, using a variety of events and communication methods

- d. ensure that the results of the consultation process were made available as soon as possible through the most appropriate and widely read media
2. **Community-Led Objective** - The Parish Council was keen to ensure that the neighbourhood plan developed as a community-led document. The Steering Group was therefore established from community volunteers with parish council representation and the widest cross-section of the community was encouraged to become involved. The methods of consultation adopted were varied and robust to ensure that every parish resident and business were contacted and informed of the process to create a neighbourhood plan and invited to submit comments. To ensure that even the hardest to reach residents were contacted the following methods were used in the consultation process:
- Door to door contact of each property in the parish
 - Mailing of information to each property via Royal Mail
 - Telephone contact to representative parishioners
 - Well publicised meetings in the village hall open to all residents
 - Regular SG chairman's reports and updates in the parish magazine
 - Monthly SG chairman's updates to the parish council
 - Publication of parish council minutes in the parish magazine
 - Maintaining a dedicated neighbourhood plan website
 - The use of parishioner voiceovers on the website
 - Updating residents via regular email where requested
 - Use of parish notice boards
 - Use of occasional verge posters to create awareness
3. **Consultation Events** - The principal consultation events and surveys that fed into the Plan took place as follows:
- 1. **Parish Questionnaire 2014** - Following the appointment of consultants in 2014 and the establishment of the first steering group of parishioners and parish councillors, the first public consultation event was a questionnaire delivered to all households and businesses in the parish in the same year. Work then began on the initial draft but stalled when the consultants appointment expired. In late 2015 a parishioner and former Chartered Surveyor with experience of planning matters offered to continue the work of the consultants and work finally resumed on the initial draft in 2016. This was completed in March 2018, with a draft text based largely upon the results of the 2014 questionnaire.

2. **Parish Questionnaire 2018** - As the draft text review process began to commence at the Steering Group meetings it became clear that the results of the 2014 questionnaire were less relevant after four years delay so it was agreed to distribute a second parish questionnaire, the '*2018 Luppitt Parish Questionnaire*'. This was thoughtfully constructed by the Steering Group and printed copies were distributed by hand to every household and business in the parish in November 2018. Residents were encouraged to complete the questionnaire which was then collected by hand and delivered to the parish clerk. An online version was also made available to enable responses to be made either by hard copy or electronically. The sealed envelopes and computer responses (a parish councillor was tasked to ensure electronic confidentiality) were then delivered to independent consultants for analysis via the parish clerk. The following points are noteworthy:
 - a. The questionnaire had been well publicised in the parish magazine, on the parish notice boards in addition to posters erected throughout the parish.
 - b. It generated an exceptionally high (56%) response rate from 256 parishioners which, statistically speaking, accurately represented the views of 95% of the Parish.
 - c. Exeter-based consultants, Transform Research Consultancy Ltd, were instructed to analyse the results and responded with a detailed 24-page report in January 2019 titled the '*Luppitt Parish Residents Survey 2018*'.
 - d. The committee then organised a presentation of the results to the parish at an open meeting on 6th February 2019 at which over fifty residents attended.
3. **Landscape Character Assessment** - At the request of the Steering Group, the Parish Council instructed Fiona Fyffe Associates Ltd of Nottingham to produce the '*Luppitt Landscape Character Assessment*' (LLCA) which was delivered to the PC in August 2019. The LLCA is an aid to decision making to help understand what the landscape is like today, how it came to be like that, and how it may change in the future. Its role is to help ensure that change and development does not undermine the character of the landscape. The LLCA is a fundamental element of the Luppitt Neighbourhood Plan and is included as an Appendix in that document. It has assisted in determining the new planning policies for Luppitt parish and will become an aid for the Parish Council in making recommendations that will influence the outcome of planning applications. It will also assist EDDC and anyone making a planning application to better understand the character of Luppitt parish and avoid any proposal that might have an adverse impact upon the landscape. Drafts were considered by the Parish Council prior to completion of the final document.
4. **Special Open Meeting - 'Protecting the Natural Environment'** - Given the importance of natural habitats and biodiversity in the Luppitt

landscape, the committee organised an evening presentation entitled '*Luppitt - Protection of the Natural Environment*' on 26th June 2019 as part of the consultation process. The meeting was open to all residents, including farmers and anyone with land or otherwise with an interest in protecting the landscape and the environment. It was well attended and representatives from the following organisations made presentations:

- The Blackdown Hills AONB
- Devon Wildlife Trust
- The Blackdown Hills Farming and Woodland Group

4. **Consultees** - Throughout the consultation process the Plan text was informed by input from a large number of consultees:

1. **Blackdown Hills Area of Outstanding Natural Beauty (AONB)** - The entire parish of Luppitt is located within the Blackdown Hills Area of Outstanding Natural Beauty. The AONB Management Plan contributes to the strategic context for development by providing guidance to be taken into account in the preparation of Local Plans and Neighbourhood Plans. The principles and guidance in the current document, the '*Blackdown Hills AONB Management Plan 2019-2024*' were taken into account in formulating the countryside protection policies in the draft Plan. Further, given the importance of the AONB designation in a planning context, contact was maintained by Steering Group members with AONB planning officers who were regularly consulted throughout the Plan process.
2. **East Devon District Council (EDDC)** - Members of the Steering Group also worked closely with officers of EDDC throughout the consultation process to ensure compliance with Local Plan strategic and development management policies and the regulatory requirements of the Neighbourhood Planning Regulations 2012.
3. **Other Statutory Consultees** - On two occasions the draft Plan was circulated to 64 statutory consultees for comment (**see Appendix 8**). In each case, six weeks was allowed for responses. On the first occasion, in August 2014, six responses were received. The second occasion took place in 2021 as part of the Regulation 14 consultation (see Section 13 below) after the text for the final draft had been approved by the Parish Council. The accompanying notice required consultees to respond with comments by 24th May 2021 and nine responses were received. These responses were included in a report of potential final amendments sent by the Steering Group to the Parish Council on 23rd June 2021 (**see Appendix 11**).

11.0 Principal Issues Raised

1. The '*Luppitt Parish Questionnaire 2018*' was the primary community consultation event with a copy of the document being delivered by hand to each household and business in the parish. The results fed directly into the aims, objectives,

policies and community actions in the draft plan and went forward to the Regulation 14 consultation. Any item that was considered to be outside the scope of the neighbourhood plan was referred to the Parish Council for consideration or noted for future reference to the proposed 'community action group'. The results were independently analysed ('*Luppitt Parish Residents Survey 2018*') and presented to parishioners at an open meeting on 6th February 2019. The results are summarised below and to achieve the percentages referred to, the responses 'very likely' and 'likely' were grouped together:

2. The Natural Environment:

- 92% of all residents felt that the landscape and natural environment were 'extremely' or 'very' important
- 92% wanted to protect rural views
- 91% felt water quality in rivers, springs and ponds was important
- Most other subjects in this section scored 80%+
- 75% felt footpaths and bridleways were important

3. The Farmed Environment:

- 83% supported new small farm buildings
- 79% supported new ecological and wildlife habitats
- 77% supported new vineyards and orchards
- Little support for intense animal husbandry; glasshouses, polytunnels, slurry lagoons or growing crops for biomass.

4. Local Employment:

- 78% supported new businesses
- 67% favoured conversion of redundant farm buildings to studios for artisans and artists and also bed and breakfast
- Variable support for a more active pub; village/community/farmshop; post office; butchers shop; produce market
- Limited support for change of land use for employment use
- 45% support for seasonal camp sites and 41% yurts and shepherds huts
- Overwhelmingly against 'new build' offices, industrial buildings and new holiday cottages

5. Parish Facilities:

- 49% supported additional facilities; 51% did not
- New ideas included - mobile shop, community owned shop with post office selling local produce, livelier pub selling food, bus service, improved sports and leisure facilities

6. New Development:

- 68% supported additional housing over the plan period and 32% did not
- 83% had a preference for the use of 'brownfield' over 'greenfield' land
- If housing was to be built over the plan period, the following were the preferences:
 - 80% annexes to existing houses
 - 77% farm dwellings subject to AOC
 - 73% affordable (subsidised) housing
 - 73% smaller open market housing
 - 66% subdivision of existing houses
 - 64% housing for the elderly

7. Building Design, Scale and Siting:

- 79% said they were in favour of additional safeguards to control design, scale, height, siting, colour and screening.
- The respective safeguards were rated as follows:
 - 86% Siting
 - 77% Screening
 - 77% Colour
 - 72% Design
 - 66% Non-reflective materials

8. Renewable Energy and Carbon Reduction

- 74% agreed that 'domestic scale or community owned renewable energy installations should have low or no impact upon the landscape, settlements and road infrastructure'
- 79% agreed with the use of domestic photovoltaic (solar) panels
- 70% agreed with the idea of a community owned energy initiative
- 56% agreed with domestic scale (non-commercial) wind turbines
- 69% supported a 'Green Code for Luppitt'

9. Listed and Historic Buildings

- 71% did not support any part of the parish becoming a Conservation Area
- 69% agreed St Mary's Church should be kept open and in good repair

10. Community Projects

- This was the response to the question - 'would the following ideas benefit the community and environment?'
 - Parish Allotments 57% agreed
 - Community Orchard 64% agreed
 - Study and monitoring of habitats 69% agreed

- Digital alert for parishioners 74% agreed
- Annual litter pick 85% agreed
- Support network for less the mobile 93% agreed

12.0 Drafting the Plan

1. The vision, aims and objectives, policies and community actions all developed through a process of surveys and consultation with local residents, primarily represented by the Steering Group and the sub-groups in addition to statutory consultees. The draft text itself evolved over a period from 2016 through an iterative process of writing, amendment and re-writing and re-submission to the Steering Group. The final draft was then approved and signed off by the Parish Council in 2021.
2. To explain this further, early drafts were based upon the '2014 Parish Questionnaire' and initial Steering Group input which resulted in the first full draft being completed in March 2018. However the text was then fundamentally amended and brought up to date to reflect the second questionnaire, the '2018 Parish Questionnaire', which was considered necessary due to the four year gap since the 2014 questionnaire.
3. The 2018 draft was circulated to Steering Group and sub-group members which signalled the start of a detailed scrutiny of the text. After an intense six month period the sub-groups submitted six schedules of proposed amendments to the Steering Group. These are included as **Appendix 10** together with the decisions of the Steering Group explaining that the majority of the proposed amendments had been accepted. As a result a total of 93 amendments were approved by the Steering Group and were subsequently made to the draft text.
4. Progress stalled for a while through a disagreement between the Steering Group chairman and the Parish Council concerning the timing of a housing needs survey. At approximately the same time the website became contaminated and had to be re-built from scratch. After the process re-started, several iterations of the evolving draft text were tabled and discussed at Steering Group, sub-group and Parish Council meetings to ensure that all agreed amendments had been captured and that the principles, policies and community actions reflected the majority view of parish residents.
5. At that time the Parish Council began to refer to the draft Plan when considering planning applications in the normal course of business, as a process of 'policy challenge' to ensure that the proposed planning policies would work in practice and alongside Local Plan policies. This process in itself generated some further amendment.
6. The final draft text was circulated to statutory and other consultees as required under Regulation 14 and at the same time a printed synopsis - '*An Introduction to The Luppitt Neighbourhood Plan, Summary and Explanation*'- was distributed to each parish household and business. The responses from the 64 statutory consultees and further comments from the parish community were then included in a report of 32 potential final amendments sent by the Steering Group to the Parish Council on 23rd June 2021 (**see Appendix 11**).

7. Following an item by item consideration of these comments by the Parish Council at a meeting on 8th July 2021, decisions were made as to which amendments should be accepted (**see Appendix 12**). Instructions were then given to the Steering Group to make these final amendments to the text which led to the final draft - *'Luppitt Neighbourhood Plan - Submission Draft, October 2021'* - being delivered to the Parish Council in October 2021.
8. Throughout, the text was drafted in close collaboration with East Devon District Council to ensure that the emerging policies were not in conflict with the National Planning Policy Framework, were aligned to the Local Development Plan and that they were usable in a Development Management context. The Blackdown Hills AONB officers were also regularly referred to to ensure that the policies were in harmony with those that prevail across the whole of the AONB. Both of these bodies were considered as key statutory consultees under Regulation 14.
9. The process finally completed with a second full draft being signed off by the Parish Council in February 2021 following which preparations were made to commence the Regulation 14 stage which are described below.

13.0 Regulation 14, Pre-Submission Stage

1. Neighbourhood Plan regulations require that a statutory consultation period of 6 weeks is undertaken by the qualifying body (the Parish Council) on the final draft plan prior to its submission to the Local Planning Authority in advance of their statutory Regulation 16 consultation.
2. The Regulation 14 consultation is specific about the organisations and stakeholders that should be consulted. The legislation requires that prior to submitting the Plan to the local planning authority the qualifying body (the Parish Council) must:
 - publicise it in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area
 - consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan
 - send a copy of the proposals for a neighbourhood development plan to the local planning authority
3. To comply with these regulations, all residents and businesses within the parish were again consulted at this stage. As the draft plan ran to over 90 pages, the Steering Group produced a shorter 20 page synopsis titled *'An Introduction to the Luppitt Neighbourhood Plan - Summary and Explanation'* in April 2021 as an aid to quick assimilation and accessibility. Together with a covering leaflet, the synopsis was posted to every household and business in the parish. Distribution of the synopsis was well publicised in the parish magazine and residents were directed to an on-line version if preferred. At the same time a copy of the full

draft document was sent to 64 statutory consultees including the local planning authority (East Devon District Council) although its officers had been involved in the Plan from the start of the process and in finalising the draft text.

4. The LNP website continued to be a good resource for those requiring background information and all sources indicated how to respond within the deadline by which representations needed to be returned.
5. As a result, 32 further comments were received from residents and statutory consultees and were documented in a detailed report of potential text amendments sent to the Parish Council from the Steering Group on 23rd June 2021 (see [Appendix 11](#)). The Parish Council considered the comments item by item in a series of four special meetings. Most proposals were accepted by the Parish Council as reasonable and appropriate amendments in a Parish Council meeting on 8th July 2021 and decisions were documented in the minutes (see [Appendix 12](#)). The draft text was then further amended as necessary resulting in the finalised '*Luppitt Neighbourhood Plan Submission Draft*' dated October 2021.
6. One of the amendments at this stage concerned a text omission. The text concerning 'extensions and annexes' had been included in earlier consultation drafts but omitted in error from the penultimate draft as an unfortunate consequence of the iteration process. Once the error had been noticed the text was proposed to be re-introduced as sub-heading 3 to Policy ND4. This item was considered by the Parish Council at the public meeting on the 8th July. A slight text amendment was also suggested to bring the policy into line with the Local Plan to ensure that extensions and annexes are always 'subservient' to the original dwelling. As the text had been included in previous drafts, the Parish Council considered the omission to be un-contentious and 'de minimis'. After full consideration it agreed to reintroduce the text together with the small amendment (see [Appendix 12](#)). The text that was reintroduced to Policy ND4 is as follows:

'Extensions and Annexes - To assist extended families, the elderly and dependent relatives, extensions and annexes added to existing houses will generally be supported by the Parish Council providing they are in keeping with the existing house in terms of design and external building materials used and are subservient to the original dwelling. Any extension or annex that has a significant adverse impact upon a neighbouring property or the landscape will not be supported.'

14.0 Conclusion

1. The level of community consultation and engagement undertaken during the production of the Luppitt Neighbourhood Plan has been varied and extensive. It has reached a wide range of the local population through a variety of methods and mediums. A wide variety of groups and different sections of the community have participated or commented on the emerging draft text.

2. The comments received at each stage have been recorded, fully considered and have helped to guide and shape the form of the Plan so that it is truly reflective of the views of the community.
3. Planning policies have been carefully thought through to ensure they accurately reflect the majority community view and also comply with the policies and strategies of the Local Plan and the National Planning Policy Framework. Community Actions also reflect the aspirations and ideas presented at the various consultation events.
4. The Parish Council is confident that the Steering Group and steering group committee have painstakingly and energetically directed their efforts to satisfy the requirements of Section 15(2) of part 5 of the Neighbourhood Planning Regulations 2012.

Luppitt Parish Council
February 2022

Appendices

Appendix 1 - Steering Group, Terms of Reference and Members

The Terms of Reference for Luppitt Neighbourhood Planning Steering Group as at January 2019:

Background

The Luppitt Neighbourhood Planning Steering Group has been formed by Luppitt Parish Council to manage the process to prepare a Neighbourhood Plan for the civil parish of Luppitt. While the Parish Council is the 'responsible (qualifying) body' for the preparation of the Neighbourhood Plan, the plan is a document produced and owned by the community as a whole.

Responsibilities

The Steering Group is an advisory body and as such will make recommendations to the Parish Council. The group will undertake the following, subject to the approval of the Parish Council:

- *prepare and implement a programme for producing the Neighbourhood Plan;*
- *work with officers from East Devon District Council to ensure that the Plan conforms to national and local policies;*
- *ensure that all members of the community and other relevant bodies are fully involved in the process through community consultation and that all relevant information is published on the Parish website and/or parish magazine;*
- *obtain evidence required to support the policies to be developed for inclusion in the Neighbourhood Plan;*
- *prepare a sustainability appraisal and/or Strategic Environmental Assessment and/or Habitats Regulation Assessment if appropriate;*
- *prepare a draft Neighbourhood Plan with any revisions following public consultation.*

Financial

The Steering Group shall not incur expenditure without prior authority or approved delegation as appropriate from the Parish Council.

Membership

The Steering Group will consist of members of the Parish Council together with a number of co-opted members from the community; The Chair of the Steering Group may be a member of the Parish Council or a member of the Steering Group Committee; The Chair of the Steering Group will co-ordinate the work of the various working groups and will be responsible for keeping the Parish Council fully informed of progress and developments in the process; Parish Councillors must observe the Code of Conduct adopted by Luppitt Parish Council when they are acting as members of the Steering Group; Members of the Steering Group must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

Steering Group members as at 21 January 2019:

<i>Amber Wren</i>	<i>Mark and Sue Hickman</i>
<i>Andrew Tucker</i>	<i>Mary Hill</i>
<i>Barbara Thorne</i>	<i>Michele Turner</i>
<i>Brian Pulman</i>	<i>Nigel Goode</i>
<i>Christine Ryder</i>	<i>Paul Prettejohn</i>
<i>Danek Piechowiak</i>	<i>Roger Hicks</i>
<i>David Barlow</i>	<i>Rosalind Buxton</i>
<i>Gavin Brake</i>	<i>Sara Gordon</i>
<i>Graham Russell</i>	<i>Sid Tucker</i>
<i>Greg Page-Turner</i>	<i>Stephen Berry</i>
<i>John Thorne</i>	<i>Stephen Smith</i>
<i>Lizzie Wren</i>	<i>Tom Nancarrow</i>
<i>Louisiana Lush</i>	<i>Tracey Rosewell</i>
<i>Lucy Murray</i>	<i>Vanessa Nancarrow</i>

To guide the process, the Steering Group has appointed a Steering Group Committee comprising the following:

<i>Chairman</i>	<i>Roger Hicks</i>
<i>Facilitator/Climate Change and Renewables</i>	<i>Michele Turner</i>
<i>Secretary/Treasurer (Parish Clerk)</i>	<i>Rosalind Buxton</i>
<i>Consultation Process Coordinator</i>	<i>Christine Ryder</i>
<i>Balanced Community</i>	<i>Michele Turner</i>
<i>Natural Environment</i>	<i>Mary Hill</i>
<i>Built and Historic Environment</i>	<i>Graham Russell</i>
<i>New Development</i>	<i>Mark Hickman</i>
<i>Community Projects</i>	<i>Christine Ryder</i>
<i>Parish Council Chairman</i>	<i>John Thorne</i>

Members of the Committee will meet between scheduled Steering Group meetings. Notes will be taken at the Committee meetings and will be circulated to Steering Group members. The Steering Group wants to encourage involvement by members of the community and so membership will be flexible, allowing additional members to be involved as numbers and practical management of the meetings permit. The Steering Group may invite other individuals to join working groups or teams to undertake various tasks or projects forming part of the Neighbourhood Plan process. The working groups or teams will report to the Steering Group.

Meetings

The Steering Group will arrange its own meeting schedule; Full Steering Group meetings will be informal in nature and will be open to members of the public if they wish to attend; The Steering Group may invite individuals or organisations to attend meetings to give advice on any relevant topic; Minutes of meetings will be recorded and published on the Parish Council website and/or parish magazine; Working group meetings will arrange their own meeting schedules and will keep notes of meetings.

Declarations of Interest

Steering Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family or close associates. In the interests of transparency and probity, the Parish Clerk will keep a record of declarations of interest which will also be made a public record on the Parish Council website.

Reviewing the Terms of Reference

The Parish Council will be responsible for agreeing the terms of reference and any relevant amendments to them. The Terms of Reference will be reviewed periodically to ensure that they remain fit for purpose.

Version 14 (21 January 2019)

Appendix 2 - Sub-Group Members

SECTION	WORKING GROUP MEMBERS	SPOKESPERSON
1. A Balanced Community	Lucy Murray Michele Turner Lizzie Wren Greg Page-Turner Barry Hooper Sara Gordon Nigel Goode	Michel Turner
2. Natural Environment	Mary Hill Andrew Tucker Danek Piechowiak David McCaig Mary Anne McCaig Claire Stevens Vanessa Nancarrow Louisiana Lush	Mary Hill
3. The Built and Historic Environment	Graham Russell Steve Berry	Graham Russell
4. New Development	Mark Hickman Steve Smith Danek Piechowiak Tracey Rosewell Greg Page-Turner	Mark Hickman
5. Climate Change and Renewable Energy	Michele Turner Sara Gordon John Thorne Greg Page-Turner (on circulation list for this sub-group) Barry Hooper	Michele Turner
6. Community Projects	Christine Ryder Lucy Murray Alan Edwards Tracey Rosewell Nigel Goode	Christine Ryder
7. Communications	Christine Ryder Mark Hickman Michele Turner Nigel Goode	Christine Ryder

Appendix 3 - Initial Consultation Letter

Dear Sir/Madam,

Work in preparation of the Neighbourhood Plan is now well under way. It is the Parish Council's aim to have a Neighbourhood Plan in place by the middle of 2015. I am writing to invite your business to contribute to the planning process and be kept informed of progress.

A neighbourhood plan is the prerogative of every town and parish council in England. The Localism Act 2011 has given us the right to prepare a plan that puts local planning policies in place to interpret and add detail to East Devon District Council's Local Plan. A neighbourhood plan can cover any aspect of future development we deem needs a more local policy putting in place. We can decide to have a wide-ranging set of neighbourhood policies or just deal with one or two matters. Our policies can be detailed or simply set general principles for development.

What is important is that the Neighbourhood Plan for our area reflects the wishes and aspirations of the community. Every adult will have an opportunity to vote for the Plan at a referendum before it becomes a statutory planning document. We also intend to ensure that all those who live or work in the parish are able to help determine the scope of the Plan and contribute to its preparation via an extensive consultation process. If you live in the parish you may have already completed a questionnaire which was sent to every household over the summer. If you would like to view the questionnaire you can find a copy on luppitt.com (under the Neighbourhood Planning page).

By this letter, we are also inviting all businesses in the parish to make a contribution to the Neighbourhood Plan. For example, you may like to write to us with your perspective on:

- What is good and not so good about the parish as a location for your business?*
- What could be done to make the parish a better location?*
- What, if anything, is preventing your business from functioning as you would wish?*
- Does your business have need for improved or larger premises in order to allow you to expand?*
- Are there any other issues you hope we might tackle through the Neighbourhood Plan?*

We would welcome hearing from you on these and any other matter you think is relevant by email or letter, if possible by the end of November 2014.

The analysis of the completed questionnaires has enabled the Steering Group to produce a draft set of aims and objectives. These will be on display in Luppitt Village Hall on Thursday, 6 November between 4 pm and 8 pm and Friday, 7 November, between 11 am and 1 pm (to coincide with Luppitt Friday market). We hope that as many people as possible who live and work in Luppitt will be able to come along to express their opinions.

It would also help us to keep in touch with you and canvas your opinion if you would let us have a named contact and email address.

Yours faithfully

*John Thorne (Cllr)
Chairman Luppitt Parish Council and Luppitt Steering Group
2014*

Appendix 4 - Communications Programme

LUPPITT NEIGHBOURHOOD PLAN

PARISH COMMUNICATIONS PROGRAMME

(Developed by Chris Ryder with Michele Turner and Roger Hicks)

Once the Parish Council has signed off the draft Neighbourhood Plan, the rules governing the establishment of NP's requires us to give all statutory consultees the opportunity to comment on the content. Alongside the long list of external organisations that are to be consulted, our most detailed communication programme centres on the people who live in the Parish.

In normal times, we would be able to achieve that through a series of 'clinics' and presentations held in the Village Hall. However, this year none of that will be possible for the foreseeable future. We have therefore developed a suggested campaign involving mailed documents, website presentations, virtual open meetings and one to one telephone calls. This includes the formal consultation periods that are required by law prior to the Neighbourhood Plan referendum. We believe the earliest date for the parish referendum, given the impact of the pandemic, will be some time in the last quarter of this year.

Website Videos

Firstly, we propose uploading the full document on the Neighbourhood Plan website, broken into the 5 key sections plus the Planning Policies and Community Actions. Each section will have an introductory voiceover directing the viewer to the most important points. We debated who should do the voiceovers – should it be the Neighbourhood Plan Committee members? Should it be Council members? Should Roger do them all?

We decided that we need some variety in the voices rather than all done by one person and ideally, we need a mixture of male and female voices plus, if possible, a mixture of age groups. Michele has produced a demo voiceover - Council members can hear it if required. The speaker is Robin Turner. It does help clarity and smoothness of the presentation if the speakers have some experience with voice recording. We therefore suggest using Robin as one of our speakers, plus Roger, Michele and either Christine or, if possible, someone from the younger community. We would like to "front" the Plan with a short video featuring John Thorne to clarify to the viewer that the Plan has been approved by the Parish Council, that we hope everyone in the Parish will take the opportunity to read it, and that we would welcome feedback from anyone who has comments or questions about its content. It would be good to stress that this Plan is an important part of protecting the beauty and character of the Parish and we hope that many local people will take the time to give us their feedback.

We are also hoping to get a video clip from our MP, Neil Parish, underlining the important role that Neighbourhood Plans have in protecting rural areas – or whatever key point he wants to make about them.

We are looking at the possibility of inserting hyperlinks into appropriate parts of the text so that the viewer can access sections of other key background documents such as the Luppitt Landscape Assessment or the Questionnaire analysis. These documents, plus other relevant publications such as the East Devon Local Plan will be available in full on the website, but the use of hyperlinks would allow the viewer to quickly access the relevant page or section.

20 Page Summary Booklet

Once all that has successfully been uploaded, we need to inform parishioners where to find it all and encourage them to look. We suggest producing a hard-copy Q & A led summary of the Plan (approximately 20 pages) plus a 4 page information leaflet containing an introductory letter from John Thorne, a short message from Neil Parish, an article on how to access the full Plan with encouragement to study it, an explanation of how to give us comments or ask questions, and a 'what happens now' page with deadline dates, who we have to consult, what changes in the Plan may result, and the other processes that have to be completed in the lead up to the referendum.

Those two documents should be mailed out to all households in an envelope printed with a short message encouraging everyone to open it and read what is inside. We will need to discuss how best to handle the preparation and labelling of the packages given that Covid rules may prevent volunteers getting together around a table.

Luppitt Packet Announcement

We should alert people to the fact that the package is coming by putting an article in The Packet prior to the mail out.

Zoom Meetings

To give everyone the opportunity to feed comments or questions back to us, we suggest structuring a series of 3 Zoom meetings. Residents would need to register for the event which would require them to provide their e-mail address. (Registrations would need to be managed to make sure we do not exceed the maximum number allowed by the Zoom account). Once we have e-mail contact established, we would send a small instruction cover note explaining how to get into the call the first time as this can be confusing (e.g. make it clear they do not have to sign up to Zoom in order to join a call).

We would need to agree in advance how many of us need to host the meeting. We suggest John, Roger, Christine, Rosalind and Michele. We also need to agree how we manage the call and deal with questions. We suggest that everyone on the call is on mute and we start off by providing an overview of the summary document and expected Q & A topics. We can either share the document itself on the screen or preferably share a small number of slides allowing us to talk through the content. Attendees can indicate via the 'chat' facility if they want to ask a new question. We can also use the 'chat' between ourselves to agree who is best placed to respond to

each question. Michele can set up a trial run in advance so that the hosting team are comfortable with the format.

Alternative ways of submitting questions and queries

Some residents may have questions or queries but are unable or unwilling to join the open group Zoom meetings. There are two most likely scenarios to consider. Firstly, those who are able to access the full Plan via the website but do not want to join the Zoom meetings either because the time doesn't suit or because they prefer phone/face-to-face. Secondly, those who do not have the technology/connectivity required to access the full Plan via the website or to join the Zoom meetings.

It is important that we provide a facility allowing the second group the opportunity to view the full Plan. We suggest printing 25 copies which Rosalind can hold as library copies. Residents can request one which they have to return within a certain timeframe – say 10 days.

To ensure residents who fall into one or other of these groups can still submit their questions or queries, we suggest a system whereby they can contact Rosalind to pre-book a one-to-one telephone conversation with whoever Rosalind feels is the most appropriate member of the Council or Plan Committee.

We would need to ensure we collect and collate both the questions and the answers given and circulate them amongst ourselves so we remain consistent in our response.

Statutory Consultees

As far as the statutory consultees are concerned, we suggest that Rosalind takes charge of communications with them – which involves sending the contacts an email with a copy of the Plan and requesting feedback within the specified 6 week period.

Timings

As we have had at least one Planning Application recently which would have been viewed differently by us and by EDDC had our Neighbourhood Plan been in place, we feel it is important to progress as fast as we can towards the Plan becoming law. Roger's calculations suggest the remaining procedures that must be completed prior to the Referendum will span a minimum of 18 weeks (including two 6 week statutory consultation periods).

If we are to have a chance of a referendum being held in the last quarter of the year, we must begin our communications campaign in April, previewed by an article in the March edition of The Packet.

We are confident that we can produce all the materials required for the website and postal programmes by the end of March.

Envelopes should be stuffed, labelled and posted on 8th/9th April (i.e. immediately after Easter) so all households should receive the printed material on 12th or 13th April.

From there, we suggest holding 2 on-line meetings for parishioners to join in the latter half of April, and one in May (avoiding the Bank Holiday).

Further Amendments

Feedback from the Parish or the statutory consultees may result in some changes to the Plan. If any changes are in response to a comment from a specific parishioner, we should inform them of the action we have taken. At that stage, once any alterations have been made, we hand over to EDDC to lead the second and final consultation stage.

Costings

Website and Video costs

There will be no cost to the Parish involved in producing all the materials for the website and videos as Michele will handle it all.

Zoom meetings

If we can use the existing Zoom account operated by Rosalind, there will be no further costs. If, however, we feel it would be better to set up a separate Zoom account, managed by Michele, the cost would be £119.90

Print costs

25 copies of the full Plan	£85
300 copies of the 20 page summary	£275
300 copies of the info leaflet	£84
350 overprinted C4 envelopes	£98
Postage costs (estimated)	£459

Appendix 5 - Procedural Stages

STAGE 1 - 2018 Questionnaire	Undertaken By	Target Date
1. Input hard copy questionnaire results into SurveyMonkey	Transform Research Consultancy Ltd	Completed
2. Analyse responses to questionnaire	Transform Research Consultancy Ltd	Completed
3. Audit of questionnaire procedure	Transform Research Consultancy Ltd	Completed
4. Produce analysis of the questionnaire results in a Report	Transform Research Consultancy Ltd	Completed
5. Print hard copies of the TRC Report (1 copy per household)	CR	Completed
6. Widely promote the 6th Feb 2019 Steering Group Meeting to the parish	Committee	Completed
7. Present TRC Report to 6th Feb 2019 Steering Group Meeting	RMH/CR/MT	Completed
8. Make the TRC Report available via Luppitt Packet/email/LNP and PC websites	CR/RB/MT	Completed
9. Publish Audit and Privacy statement on LNP website	RB	Completed
10. Update the LNP Website	MT	Completed
11. Reconvene sub-groups to consider questionnaire results	RB	Completed
STAGE 2 - Reconvene Steering/Sub Group Mtgs		
12. Publish dates for 2019 meetings	RB	Completed
13. Explain by circular email the procedural steps leading to the referendum	RMH	Completed
14. Confirm Sub-Group Leaders and Sub-Group Members	RB	Completed
15. Sub-Groups to consider TRC Report and feed back to SG	Sub-Group Leaders	Completed
16. Steering Group to agree what should be fed into the LNP draft	Steering Group	Completed
STAGE 3 - Landscape Character Assessment		
17. Prepare Parish Character Assessment to identify the Luppitt vernacular building style, building materials used, external colours, housing density and setting, types of farm, plus key landscape features and views.	Fiona Fyffe Associates Ltd	Completed
STAGE 4 - Update and Reconfigure Draft LNP		
18. Update the LNP draft text with output from sub-groups and TRC Report agreed by Steering Group	RMH	Completed
19. Re-format LNP to separate Planning Policies from Community Actions and relegate some background text to Appendixes as recommended by independent experts	RMH	Completed
20. Submit revised draft to Parish Council for review	PC	Completed

21. Submit revised draft to sub-group leaders for further comment	Sub-Group Leaders	Completed
22. Submit revised draft to EDDC/AONB for further informal comment	EDDC/AONB	Completed
23. Submit revised draft to editorial group to ensure use of 'plain English'	RG/GT	Completed
24. Submit revised draft to committee to 'challenge' new planning policies	PC	Ongoing
25. Re-establish LNP web site following contamination	MT	Completed
26. Submit amended LNP to PC for final approval	PC	Completed
27. Submit revised draft to examiner/RICS	(provisional only)	Not undertaken
28. Agree any further final text changes with PC	PC	Completed
29. Make final agreed changes	RMH	Completed
30. Appendices/Maps/Photos/Diagrams/Demographics	RMH	Completed
31. Final document approved by Parish Council	PC	Completed
STAGE 5 - Further Consultation		
32. Prepare an LNP Summary leaflet for distribution to all parish households	RMH	Completed
33. Prepare display boards and updated PowerPoint presentation for public events	CR	Not undertaken due to Covid restrictions
34. Print copies of LNP and Parish Character Assessment for use at public events	CR	Completed
35. Hold a programme of further consultation and public events including: a parish-wide LNP event; evening presentations in the village hall; Saturday morning surgeries for individual meetings (subject to Covid-19 restrictions)	CR and Steering Group committee	Completed except for public events which were not undertaken due to Covid restrictions
36. Organise a final Pre-Submission public event	CR	Not undertaken due to Covid restrictions
STAGE 6 - Regulation 14 (6 week pre-submission consultation)		
37. Prepare 'Basic Conditions' Statement (to demonstrate conformity with Government and EDDC policy)	RMH	Completed
38. Undertake stakeholder consultation to EDDC list	PC	Completed
39. Undertake final consultation with parishioners, businesses and others	PC	Completed
40. LNP submitted to EDDC for preliminary review and comments	PC	Completed
41. Amend the text from any stakeholder and EDDC comments (voluntary) and record reasons why	PC	Completed
STAGE 7 - Regulation 16 (Formal submission of LNP)		
42. Prepare 'Consultation Statement' to describe actions during the 6 week pre-submission period	RMH	Completed

and all consultation that preceded it		
43. Submit LNP; Map (showing area covered); Consultation Statement and Basic Conditions Statement to EDDC	PC	February 2022
44. Responsibility for the following process is then passed to EDDC:	EDDC	
45. The Plan is publicised by EDDC for a minimum of 6 weeks	EDDC	
46. EDDC comments will be taken to cabinet for approval	EDDC	
47. The Plan is sent for Independent Examination to ensure it complies with the Basic Conditions and meets legal requirements	EDDC	
48. Comments are sent back to the steering group in order to meet the Basic Conditions	EDDC	
49. Steering Group will then revise the text and prepare a final referendum printed version	Steering Group	
50. EDDC then report back to cabinet to accept examiners recommended modifications	EDDC	
51. EDDC organises a Referendum	EDDC	
52. EDDC then send outcome to cabinet to formally 'make' the Plan	EDDC	
53. The Plan is 'made'	EDDC	

As at February 2022

Appendix 6 - Steering Group Meetings Summary 2014 to 2015

Summary:

Tuesday, 1 July 2014 – attended by Parish Councillors and clerk (total 8 people)

- Appointment of Chair and Secretary/Treasurer (John Thorne and Rosalind Buxton).
- The domain name www.luppitt.com was secured as the parish website. Regular updates to be posted on website.
- It was agreed that the generic questionnaire drawn up by Community Council of Devon would be used. Time was short especially with the holiday season of July and August when many residents would be away.

Tuesday, 8 July 2014 – attended by 12 people and Paul Weston (consultant)

- It was agreed to offer one prize of £100 to be drawn randomly from completed questionnaires.
- It was agreed to post one questionnaire to each household for return in pre-paid envelopes.

Thursday, 2 October 2014 – attended by 8 people and Paul Weston (consultant)

- List of business rate payers in Luppitt obtained from EDDC. Letter will be sent asking for comments.
- Arrangements finalised for consultation events on 6 and 7 November 2014. Display boards to be used and Steering Group to show what progress had been made.
- Some statutory bodies had expressed an interest in providing input to the Neighbourhood Plan. It was agreed to invite those bodies to come along to the events on 6 and 7 November. Information about the events to be put in the Luppitt Packet.
- Gavin Brake agreed to draw up a list of aims and objectives to be sent to Steering Group for comments.

Thursday, 20 November 2014 – attended by 12 people and Paul Weston (consultant)

- Consultation event held on Thursday, 6 November 2014 from 4 pm to 8 pm had been attended by 12 people. The event held on Friday, 7 November 2014 had coincided with the Friday market and was attended by 24 people. The draft aims and objectives received positive comments.

- It was explained that a Sustainability Appraisal must be carried out whereby all the objectives in the Neighbourhood Plan are measured against a set of criteria. Three members of the Steering Group (John, Tom and Rosalind) attended a workshop on this on 26 November at Colliton Barton Training Centre.

Thursday, 15 January 2015 – attended by 10 people

- Draft objectives had been presented at the events on 6 and 7 November 2014 and the consultants had drawn up a draft set of policies.
- EDDC had been sent details of the Aims and Objectives with a request for an opinion on whether it would be necessary to carry out a Strategic Environmental Assessment (SEA) and/or a Habitat Regulations Assessment (HRA). EDDC issued an initial screening report indicating that neither would be required. This opinion was subject to responses from certain statutory bodies which were expected by 21 January 2015.
- Rosalind had made a start on completing the information required for the Consultation Statement and Basic Conditions Statement.

Thursday, 26 February 2015 – attended by 10 people

- The Steering Group was dissatisfied with the consultants (Stuart Todd Associates) and felt that the Parish Council had not received value for money. Rosalind was asked to canvass the opinion of other parishes.
- EDDC had issued an initial screening report in January indicating that neither an SEA nor an HRA was necessary. However, a couple of statutory consultees felt there was not enough information for them to agree with this opinion. EDDC felt their opinion was correct but would like to see a draft copy of the Plan so that they could provide an official screening.
- It was agreed to form small working groups to work on the sustainability appraisal and complete the templates. Further steps would depend on sorting out the situation regarding the consultants.

Tuesday, 4 August 2015 – attended by 7 people

- Roger Hicks, who had offered to take the lead on progressing the Neighbourhood Plan, became a member of the Steering Group.

Appendix 7 - Steering Group Meetings Summary 2018 to 2020

Summary:

Wednesday, 2 May 2018 – attended by 20 people

- Terms of reference had been amended to reflect the greater community participation in producing Luppitt's Neighbourhood Plan. Wording had been agreed at the Parish Council meeting on 1 May 2018.
- Roger Hicks (RMH) was elected as Chair.
- Everyone attending the meeting automatically became a member of the Steering Group.
- It was agreed to refer to Luppitt parish so that residents of Shaugh, Wick and Beacon did not feel excluded.
- Seven working groups were formed and it was agreed to hold regular meetings over the following six months.
- Sara Gordon was elected as Vice-Chair.

Wednesday, 30 May 2018 – attended by 20 people

- RMH explained certain protocols that will be followed to ensure the smooth running of meetings. Michele Turner (MRT) had offered to act as facilitator to assist the process.
- Feedback from the previous meeting had mainly been positive although some elements of the Neighbourhood Plan were causing concern to some residents.
- Residents were encouraged to volunteer and join a sub-group.
- First reports received from the sub-groups.
- One resident resigned from the Steering Group as she felt strongly that the Neighbourhood Plan would have a negative effect on the environment.
- Dates for future meetings were agreed at which a spokesperson from each sub-group will give a short report.

Wednesday, 27 June 2018 – attended by 12 people

- RMH had circulated a note to residents who had initially expressed interest in the Neighbourhood Plan but who had not yet attended a meeting, asking if they wished to be kept informed of progress. Fifteen people responded in the affirmative, two of whom indicated they would be willing to join a sub-group.
- The large number of residents on the Steering Group made decision-making unwieldy and it was agreed to form a Steering Group Committee. Notes would be taken at each committee meeting and circulated to all members of the Steering Group. The Steering Group Committee initially comprised eleven members. The Terms of Reference were amended to reflect the formation of the Committee and agreed by the Parish Council.
- A dedicated email address was set up and monitored by Sara Gordon. It was envisaged that a dedicated Neighbourhood Plan website would be set up with a

reciprocal link from the Parish Council website. A specific logo was being designed.

- A questionnaire and analysis had been carried out in 2014 but it was felt that the information gathered then may be out of date. EDDC advised RMH that the Steering Group could create their own questionnaire.
- It was agreed that the treasurer (Rosalind Buxton) would apply to Groundwork UK for funding towards the cost.
- Not all sub-groups had met but those that had met gave their initial reports.

Wednesday, 25 July 2018 – attended by 17 people

- Vanessa Nancarrow was happy to continue meeting with the sub-group but not the main Steering Group.
- RMH and Christine Ryder (CR) were planning to attend a seminar on community-led housing.
- RMH felt it was important to have a wide range of residents taking part but was disappointed that there were few members of true Luppitt families who had shown an interest. With this in mind, RMH asked a local farmer (Barry Hooper) if he would like to join the Balanced Community sub-group and he agreed.
- Work continued on the questionnaire. It was hoped that as many residents as possible would complete the questionnaire online.

Wednesday, 29 August 2018 – attended by 14 people

- Draft questionnaire was reviewed carefully and discussion on how to deliver and then collect the questionnaires from residents. Deadline was end October. It was agreed that laminated posters publicising the questionnaire should be placed at locations within the parish.

Wednesday, 26 September 2018 – attended by 12 people

- RMH reported on the seminar on planning that he had attended at Sampford Peverell.
- Main point of the meeting was to finalise the questionnaire and decide on arrangements for delivery. Final version to be sent to all Steering Group members for comments by 3 October.
- There will be regular articles in the Luppitt Packet to keep residents informed.
- Questionnaire will be sent to EDDC for approval before printing.
- Website and printing costs were accepted by attendees before approval by the Parish Council.
- The parish was divided up between volunteers who would deliver the questionnaire by hand.

Wednesday, 31 October 2018 – attended by 14 people

- Questionnaire has been approved by EDDC and sent to print. Questionnaire has been uploaded to Survey Monkey with a deadline for completion of 30 November.
- Sara Gordon tendered her resignation as Vice-Chair for a variety of reasons. RMH addressed her concerns as he understood them but Sara did not attend the meeting so no discussion was possible. Sara indicated that she would like to

remain part of the Steering Group and continue as lead for A Balanced Community.

- Arrangements were made for posters to be displayed around the parish.
- Each team of volunteers delivering the questionnaire will be provided with a checklist, crib sheet and envelopes.

Wednesday, 6 February 2019

- The completed questionnaires had been analysed by Transform Research of Exeter who had produced a report.
- Sub-groups will be reconvened to decide on how the information can be incorporated in the Plan.
- 256 questionnaires had been completed representing 56% of the population. Statistical analysis suggests that this response rate provides 95% accuracy.
- After much debate, free-form comments were left in.
- MRT had collected all the online responses via the Survey Monkey programme. All hard copies had been collected after the deadline date of 30 November and passed to the Parish Clerk for safekeeping. They had then been delivered to Transform Research for inputting the data on the Survey Monkey programme. Hard and soft copies will be retained for 12 months and then disposed of securely.
- Sub-groups to be reconvened as a matter of urgency. The Parish Council commissioned Fiona Fyffe Associates to produce an architectural and design record of Luppitt. Funding to be secured to cover the cost.
- The winning residence of the prize draw had been selected randomly by Nigel Tremlett of Transform Research, details put in a sealed envelope that had been opened by the Parish Council Chair. The winner was Clematis Cottage.
- One copy of the report per residence has been printed.

Wednesday, 27 February 2019 – attended by 16 people

- Feedback on the Transform Research report had been very positive.
- Transform Research will retain hard and soft copies of the data and then dispose of it securely.
- MRT has forwarded two zip files containing the information from Survey Monkey to the Parish Clerk for safekeeping. These will be retained until the end of the process when they too will be securely disposed of.
- Subscription to Survey Monkey has been terminated (end February) and all information has been deleted by MRT.
- Sub-groups need to be reconvened and additional members recruited to those sub-groups light on numbers.
- EDDC's Neighbourhood Planning Officer, Phil Twamley, spoke at the meeting. He was impressed with the response rate to the questionnaire and felt that the committee had done as much as possible to ensure that residents were consulted and kept fully informed throughout the process. Phil Twamley felt it was a logical step to carry out a Housing Needs Survey because the completed questionnaires showed that a majority of residents felt that some sort of additional housing would be welcome. RMH felt it might be a distraction to completing the Plan.

- It was agreed that the volunteers who had delivered the questionnaire would also deliver the Transform Research report.

Wednesday, 27 March 2019 – attended by 13 people

- RMH and CR reported on a CPRE meeting that they had attended at which the Housing Minister, Kit Malthouse, had been present.
- Timetable giving details of key stages has been circulated.
- Mark Hickman, lead of New Development sub-group, had gathered information on a Housing Needs Survey from Janice Alexander of Devon Communities Together. There were differing opinions on whether the survey should take place at all and, if it did, whether it should be before or after the Neighbourhood Plan was adopted. Information would be sent to all Steering Group members and a vote taken at the next meeting on the way forward.

Wednesday, 1 May 2019 – attended by 15 people

- There was a long discussion about the timing of the Housing Needs Survey. Eight members voted in favour of carrying out the survey as soon as possible with four members voting against. The Parish Council will have the final decision.

Wednesday, 29 May 2019 – attended by 8 people

- Mark Hickman had established from Janice Alexander of Devon Communities Together that a Housing Needs Survey could not be carried out before September at the earliest which would result in a delay to the completion of the Neighbourhood Plan. Everyone agreed that the first priority is completion of the Plan. As the Parish Council had agreed the decision taken at the last Steering Group meeting to carry out the survey as soon as possible, the latest decision had to be taken back to the Parish Council for agreement.
- David Rolls from Devon Wildlife Trust, Lisa Turner of the Blackdown Hills AONB and Gavin Saunders from the Blackdown Hills Farming and Woodland Group gave presentations at an open meeting on 26 June 2019.
- The timing of the housing needs survey caused a considerable rift between the steering group chairman and the Parish Council as detailed below.

Tuesday, 4 June 2019 – Luppitt Parish Council meeting

- RMH asked the Parish Council to support the Steering Group's decision to delay the Housing Needs Survey until completion of the Neighbourhood Plan. A lengthy discussion followed. It was felt that, as the Parish Council was the body responsible for commissioning the survey, then the Parish Council should take ownership of the process and investigate commissioning the survey as a separate process from the Neighbourhood Plan. RMH argued strongly against this as he felt this would cause a delay to completion of the Plan.

Tuesday, 2 July 2019 – Luppitt Parish Council meeting

- RMH had emailed asking for assurance that the Housing Needs Survey would be carried out after the referendum.

- The Parish Clerk was asked to reply assuring RMH that the timetable that the Parish Council would follow would not present any distraction or hindrance to completion of the Neighbourhood Plan.

Tuesday, 6 August 2019 – Luppitt Parish Council meeting

- RMH had found the Parish Council's assurances unacceptable but he would complete the amendments to the Plan agreed by the Steering Group and then hand over the final draft for others to take to completion.

Tuesday, 3 September 2019 – Luppitt Parish Council meeting

- The Parish Clerk reported that RMH was making good progress on the amendments and was planning to hand over the final draft by the end of the year. He had indicated that he would then stand down as Chairman and leave the Steering Group.

Tuesday, 5 November 2019 – Luppitt Parish Council meeting

- Janice Alexander from Devon Communities Together attended the Parish Council meeting and explained the steps involved in carrying out a Housing Needs Survey. Janice felt that February 2020 was the earliest that the Housing Needs Survey could be carried out in Luppitt.

Tuesday, 7 January 2020 – Luppitt Parish Council meeting

- The Parish Council Chairman, CR and the Parish Clerk met RMH shortly before Christmas to try and resolve the impasse over the Housing Needs Survey and completion of the Neighbourhood Plan. Unfortunately, the meeting failed to resolve differences.
- The Parish Clerk was asked to contact Janice Alexander to explain that the Housing Needs Survey had caused such a rift that the Parish Council had decided to put the Housing Needs Survey on hold for the time being pending receipt of the amended draft Plan expected at the end of February.

Tuesday, 3 March 2020 – Luppitt Parish Council meeting

- The Parish Council Chairman had spoken to RMH who had agreed to continue to work on the Neighbourhood Plan.

From this point onwards, steady progress resumed.

Tuesday, 6 October 2020 – Luppitt Parish Council virtual meeting

- At the invitation of the Parish Council Chairman, RMH attended the meeting to update the Parish Council on the considerable progress that had been made. It was agreed that separate Parish Council meetings would be arranged dedicated to consideration of the final draft Plan.

Appendix 8 - Statutory Consultees

1. Association of East Devon Chambers of Commerce
2. Blackdown Hills AONB
3. Blackdown Hills Business Association
4. Blackdown Hills Parish Network
5. BT Openreach
6. Campaign to Protect Rural England
7. Canal and River Trust
8. Civil Aviation Authority
9. Coal Authority
10. Community Council for Devon
11. Country Land and Business Association
12. Cross Country
13. Crown Estate Commissioners
14. DCC Highways
15. DCC, Dave Black
16. Design Council
17. Devon & Cornwall Constabulary
18. Devon & Cornwall Housing Association
19. Devon & Cornwall Police (Architectural Liaison Officer)
20. Devon & Somerset Fire & Rescue Service
21. Devon & Somerset Fire & Rescue Service
22. Devon Faith & Beliefs Forum
23. Devon Health & Wellbeing Board
24. Devon Local Nature Partnership
25. Devon Partnership NHS Trust
26. Devon Rural Community Council
27. Devon Wildlife Trust
28. East Devon District Council, Claire Rodway
29. East Devon Federation of Small Business
30. English Heritage
31. Environment Agency
32. First Devon and Cornwall
33. First Great Western
34. Forestry Commission
35. Garden History Society
36. Guinness Trust Housing Association
37. Hastoe Housing Association
38. Health & Safety Executive
39. Heart of the South West Local Enterprise Partnership
40. Highways Agency
41. Home Builders Federation
42. Homes & Communities Agency
43. Living Options Devon (Devon Disability Network)
44. Marine Management Organisation
45. Ministry of Defence
46. National Air Control Transport Services

- 47. Network Rail
- 48. NFU
- 49. NHS East Devon Clinical Commissioning Group
- 50. Prince's Trust South West Regional Office
- 51. Ramblers Association
- 52. Royal Devon & Exeter NHS Foundation Trust
- 53. RSPB South West Regional Office
- 54. Sanctuary Housing Association
- 55. South West Water
- 56. Spectrum Housing Association
- 57. Sport England
- 58. Stagecoach South West
- 59. The Blackdown Practice
- 60. Theatres Trust
- 61. Wales & West Utilities Ltd
- 62. Western Power Distribution
- 63. Woodland Trust and Natural England
- 64. Yarlington Housing Group

Appendix 9 - Notice to Statutory Consultees

To: [List of 64 Statutory Consultees]

Luppitt Parish Neighbourhood Plan

Regulation 14 Pre-Submission Consultation

*In accordance with Neighbourhood Planning (General) regulations 2012, Part 5, 14(a)-(c), notice is given that a formal pre-submission public consultation on the draft Luppitt Parish Neighbourhood Plan will start at **9.00 am on Monday, 5 April 2021, for a seven-week period.***

About the Plan:

The Luppitt Parish Neighbourhood Plan (the Plan) has been created through listening to the views of residents and businesses. The Plan will provide a means of guiding, promoting, and enabling sustainable change and growth within the Parish.

Luppitt Parish Council invites comments on the draft Plan. All responses received will be considered by the Neighbourhood Plan Steering Group and the Parish Council to produce a revised version of the Plan which will then be submitted to the Local Planning Authority for examination by an independent examiner.

A copy of the Plan is attached for your information. Luppitt Parish Council would welcome your comments and would be grateful if you would contact us by replying to this email.

All comments will be publicly available and identifiable by organisation (where applicable).

All comments must be received by 5 pm on Monday, 24 May 2021.

*Rosalind Buxton
Clerk to Luppitt Parish Council
Tel: 01404 861515 or 07944 625025*

Appendix 10 - Proposed Amendments From Sub Groups March 2019

BALANCED COMMUNITY				
Sub-Group Lead - Michele Turner				
Item	Page No.	Existing Text	Proposed Amendment	Approved by Steering Group
1	9	'Community Views and Concerns' - 6th and 7th bullet points	Change to one point about housing: 'Support building of Affordable or AOC covenant housing for people who live and work in or close to Luppitt Parish on Brownfield sites provided there is proven need and in line with agreed principles.'	Approved
2	9	'Community Views and Concerns' - 10th bullet point	Change to reflect 2018 survey output: "Support conversion of existing buildings to studios, workshops, offices and storage"	Approved
3	9	New bullet point	Incorporate reference to tourism	Approved
4	14/15	'Population Statistics and Trends' and 'Housing Supply and Demand'	Reflect the demographic changes from the 2014 to the 2018 surveys Add any updates to development numbers since original draft document completed	Approved
5	16	'Meeting the Criteria for Additional Housing'	Approved	Approved
6	17 Point 2	'Prove Need for Additional Housing'	Cross reference to Section 6 New Development and reflect latest position on undertaking Housing Needs Survey i.e. if it has been started as currently being discussed.	Approved
7	17 Point 3	'Availability of Suitable Sites'	Believe this section has the potential to be inflammatory and can lead people to believe there is going to be multiple sites and therefore multiple development – particularly 3 rd para referencing Sites Appraisal Report. We are aware one site has been identified. This section needs to	Approved

			be considered carefully and if others are invited to put forward additional sites it needs to be on the same basis and adhere to a local scheme as referenced in draft Aim 2 in Section 1 above.	
8	18	Point 3	Redefine size and use of term minor development to avoid misunderstandings	Approved
9	19	'Community Facilities'	The survey results do not show a convincing desire from the community to increase facilities with 51% stating they would not want to see any more. To this end we suggest the Community facilities section becomes stand alone and focuses on building on the existing facilities – improving their use and making more of them. This section also needs to become an action driven section which will be ongoing as new initiatives are introduced and completed by the team over time. We have tried to capture this in draft Aim 4.	As just under half of the community (49%) wanted more facilities this is approved subject to mention of new facilities if supported by the community
10	20	'Technology and Broadband'	This needs to be strengthened and remit given to the Parish Council to lobby suppliers to ensure services are provided as well as keeping parishioners informed of any progress. Reflected in draft Aim 5	Approved
11	20	'Economy and Employment'	Reflect any latest figures from 2018 survey	Approved
12	21	Aim 1 (Also see proposed New Aims below)	This aim needs to reflect that the parish will help and support those individuals who are current residents/family members of residents stay in the parish. One example might be where a resident is now older and wishes to move to a smaller location or single story location than they are currently in. Another example might be a son or daughter of a resident who now wishes to become independent and planning is sought for the conversation of a barn currently not used. Also question using the term sustainability – definition of sustainability is enhancing the number of facilities and this in turn is likely to enable greater development – this is not what the majority want to see.	Approved subject to 9 above
13	21	Aim 2	We need to link this point to the Housing Needs – we would only encourage affordable housing in line with the outcome of the housing needs survey demonstrating it is needed. Do we need to refer to low cost housing rather than affordable housing as that inevitably links it to the 'official' approach to sustainability. May also need to support housing suitable for elderly given the demographics from	Approved in principle but questionnaire result also referred to some new small sized open market housing so text

			2018 survey so should keep references linked to outcome of housing needs assessment. Any reference to AOC and affordable housing needs to recognise the desire to retain these for the communities use not for open availability. See also revised draft Aim 2 in Section 1	amendment must reflect accordingly
14	22	Add new Aim 3	Add reference to AOC planning linked to local farming employment will be favourably reviewed assuming also adheres to policies.	Approved
15	22	Aims 3, 4 and 5	Merge into single new aim. See new Draft Aim 4 in this document – recognising 51% residents don't want to see new facilities but do wish to maintain community spirit need to focus on building on what is already in place - actions need to make more of what we have already first.	All approved subject to 9 above
16	22	Aim 6	Rewrite into more emphatic language. See draft Aim 5 and ensure there is an element to provide residents with regular updates on progress	Approved
17	22	Aims 7 and 8	Merge into new Aim. See draft Aim 6 in Section 1. Rewrite aim to reflect any new local business irrespective of whether farming, tourism or other – providing any new business is able to demonstrate adherence with Neighbourhood plan principles	All approved
18	22,23,24	'Policy Justification'	Query - Inclusion of NPPF – Luppitt Parish is not sustainable, affordable housing and AOC housing should this only be associated with a job in the Parish?	Query understood but not agreed
19	24	'Community Actions'	Review and revise all Community Actions in line with overall changes to rest of the Section. Below are suggested changes to start.	Approved
20	24	CA1 Amend	CA1 The Parish Council will commission a 'Housing Needs Survey' to determine the level of affordable housing required in the parish and help to facilitate the provision of such housing if a need is established. This is currently being tackled by the New development team. Suggest should only be represented in one place	Approved
21	24	CA2 Amend	Think this should be changed to say the Parish Council will undertake Sites Appraisal Report to assess the availability and feasibility of sites suitable only for those required from the outcome of the Housing Needs Assessment. This should take into account that the	Approved

			Questionnaire strongly indicates use of brownfield sites (avoidance of loss of natural environment etc.)	
22	24	CA3 Remove or change to reflect Community Actions	<p>Ref: <i>The Parish Council will undertake a parish-wide 'Village Facilities Assessment' to determine which existing facilities could be enhanced, and which additional facilities and services are required to support the community to make it more sustainable and specifically to address the requirements of Local Plan Strategy 35 in the provision of affordable housing.</i></p> <p>Believe this should be removed: Luppitt Parish is not sustainable, 51% of the community expressed a desire not to extend, we are proposing a Community Actions team to focus on enhancing use of current facilities etc</p>	Approved subject to 9 above
23	24	CA4 Amend	<p>Ref: <i>The Parish Council will undertake a parish-wide 'Technology and Broadband' questionnaire to accurately determine the availability and quality of broadband in the parish, and then actively investigate and lobby for the provision of a fast and reliable service for the entire community.</i></p> <p>This should be extended and strengthened to reflect specific actions and commit to updates to residents e.g. the current position from the work already undertaken last year</p>	Approved subject to PC agreement
24	24	CA5 Remove or Amend	<p>Ref: <i>The Parish Council will encourage appropriate small business enterprise to locate in the parish to help increase employment opportunities for local people.</i></p> <p>This is very vague and aspirational – not sure it is in the Parish Councils capability to encourage enterprise – should be more along the lines of looking favourably on planning requests for new businesses etc</p>	Approved
25	24	CA6 Amend	<p>Ref: <i>The Parish Council will encourage the re-use of redundant farm buildings for local employment uses in appropriate locations.</i></p> <p>Change emphasis to reflect development linked to proven need and adherence to agreed policies within Neighbourhood Plan (need a list of conditions to prove need and the housing needs survey).</p>	Approved subject to a further review of the text change
26	21 and 22	Proposed New Aims	Aim 1 – This aim needs to reflect that the parish will help and support those	All Approved subject to the

		and Objectives (not completed and unclear whether they are to replace existing aims subject to SG comments above)	<p>individuals who are current residents/family members of residents stay in the parish. One example might be where a resident is now older and wishes to move to a smaller location or single story location than they are currently in. Another example might be a son or daughter of a resident who now wishes to become independent and planning is sought for the conversion of a barn currently not used. As part of this, there can be cross reference to the New Development Section of the Neighbourhood Plan</p> <p>Aim 2 – Subsidised (affordable) housing will only be considered under a local, not County, scheme and will be covenanted for occupation by local residents, or those employed locally, only.</p> <p>Aim 3 - Suggest this should be more along the lines of: AOC's requested for those employed in agriculture will be favourably assessed, providing they are in line with the development policies contained within this Neighbourhood Plan.</p> <p>Aim 4 – Projects and initiatives will be put in place to maintain a strong sense of community within the parish. This will be achieved by building on the existing local facilities available and improving their use. Any initiatives must maintain our sense of community and serve to embrace existing and new residents. The Parish Council will actively support and participate in these community projects. All proposed projects and ideas for projects will be documented and managed by the Community Project Action Group.</p> <p>Aim 5 – The Parish Council will actively lobby suppliers to ensure that data and mobile call coverage is made available to every household in Luppitt Parish at an affordable price. The Parish Council will also communicate status of any plans to the residents.</p> <p>Aim 6 – The Parish Council will review any plans put forward for proposed new and existing businesses to ensure they comply with the agreed Neighbourhood policies and Green Code.</p>	change being compatible with the local plan and agreed by PC
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Natural Environment

Sub-Group Lead - Mary Hill

Item	Page No.	Existing Text	Proposed Amendment	Approved by Steering Group
1	25	'Introduction' - Add new text to the end of the first paragraph for emphasis	It is clear that the landscape and natural environment are very important to parishioners. Overall, between 75% and 92% felt that all the different aspects were either extremely or very important to them.	Approved
2	25	'Introduction' - Add new text to the end of the first paragraph for emphasis	88% were in favour of protecting the peace and tranquility of the parish. Generally, people expressed support for Luppitt's very special landscape, often in terms of conserving and protecting it from development or any changes, with only 1% in favour of Greenfield Development.	Approved
3	25	'Introduction' - Add new text to the end of the first paragraph for emphasis	The Parish Council should keep bridleways and footpaths open in the view of at least 75% of respondents.	Approved
4	25	'Introduction' - Add new text to the end of the first paragraph for emphasis	In the Farmed Environment section 77% of parishioners disliked the addition of glasshouses or polytunnels, and 66% felt that reflective building materials should not be used. 'More Intensive Agriculture' was not supported (70%) Slurry lagoons, new large farm buildings, and Biomass should be looked at on their individual merit,.	All approved
5	25	'Introduction' - Add new text to the end of the first paragraph for emphasis	There was a support of 83% support for new small farm buildings. Niche farming, vineyards, orchards and new ecological sites were well supported, and are unlikely to be objected to in Parish Council decisions.	All approved
6	26	Proposed new section to insert before 'Public Access'	The Luppitt Commons The Commons form a significant part of the natural environment in Luppitt. The Luppitt Commoners Trust owns the three Commons (Luppitt Common, Hense Moor and Hartridge) which form the larger part of around 650 acres (263ha) in total. They are managed under a Countryside Stewardship Scheme, the aim being to improve the areas for wildlife and grazing. The scheme is run in conjunction with Natural England with a strict action plan for each year. Hense Moor is a Site of Special Scientific Interest (SSSI)	Approved

			supporting many rare plants and the internationally rare Marsh Fritillary. As a result of successful management there has been a noticeable improvement in wildlife and flora in this part of Luppitt. The Commons are privately owned but provide open access under The Countryside and Rights of Way Act 2000.	
7	26	As item above	<ul style="list-style-type: none"> Whilst respecting the fact that the Commons are <u>privately owned</u> we suggest that the Luppitt Commoners use The Luppitt Packet, and other social media to explain some of the fascinating history and the current work of the Luppitt Commons Management Committee, so that parishioners know what is going on and gain a better understanding of the excellent work which is being done to develop and protect this area of our beautiful parish. 	Approved going forward
8	29	Policy NE2 - Amend text of Policy 2	The Parish Council should have powers to enforce the replacement of natural landscape where it has been damaged by development.	Approved subject to consistency with local plan
9	29	Policy NE1 - Amend text of Policy 2	New development should not affect water quality, rural views, or dark skies.	Approved
10	30	Community Actions - add new action CA10	<ul style="list-style-type: none"> The idea of planting more trees, particularly in view of the impending loss of the local Ash trees. Mary Hill is to look into ways of funding such a scheme. 	Approved

BUILT AND HISTORIC ENVIRONMENT

Sub-Group Lead - Graham Russell

Item	Page No.	Existing Text	Proposed Amendments	Approved by Steering Group
1	31 -33	5. Built and Historic Environment - Entire Section	We have reviewed the original draft plan together with the results of the latest village questionnaire. We feel that the original draft covers the topic very well, including the points since raised last year. The draft summarises our environment very well and we think expresses the general concern of everyone who lives in this neighbourhood - that is to protect and	Noted, no text change requested

			<p>preserve what we have and pass it on to the next generation as we inherited it.</p> <p>What comes through in the questionnaire is that whilst everyone wants the same, no one wants additional regulation - see the voting on becoming a Conservation Area.</p>	
2	33	CA2 - In addition to this Community Action text EEDC have recently issued a consultation document proposing that non-listed heritage buildings should be identified to ensure they too are protected for the future	<p>In the matter of the listing of non-Listed Heritage buildings, the issues seem to be:</p> <ul style="list-style-type: none"> • Who would benefit from this list? • What are the criteria for inclusion? • Who will decide on the criteria? • Who would select the properties for consideration? • What protection is there for the householder? • What right of Appeal? • How would the information in such a list be used by the Planning Authority? 	Comments noted but the principle of local listing of heritage assets has been agreed by the PC so no text change required

New Development

Sub-Group Lead - Mark Hickman

Item	Page No.	Existing Text	Proposed Amendment	Approved by Steering Group
1	34	The Scale of Development Defined	Specific numbers related to Minor, Small and Large-Scale developments created friction within the parish therefore redefine	Approved
2	35	Para 2	Instead of using the word 'encourage' would it be more diplomatic to say 'will not resist' or 'support' or is 'open to'.	Approved
3	35	Para 3	This needs to explain what is meant by 'density'. Does this mean more dwellings closer together within a defined area? Redefine.	Approved
4	36	Item c)	There are no accessible services and facilities other than the village hall and pub in the village. As it stands this statement is restricting. Revise text.	Approved
5	36	Permitted Development Rights (PD)	This is a confusing section – it states that PD rights for dwellings do not apply to Luppitt because of AONB but then suggests applications might be considered. Revise text.	Approved
6	38	3. Affordable	There is a new East Devon Draft	Noted and

		Housing	Affordable Housing SPD consultation which suggests we may not be eligible - Clarify Nothing more can be said about affordable housing until a Housing Needs Survey is completed.	approved
7	40	8. Holiday Homes and Letting Cottages	New survey did not specifically ask about these. The draft contains information from the previous survey and is not relevant. [Correction - 'Holiday homes and letting cottages' referred to under Local Employment in 2018 Luppitt Parish Questionnaire]!	Noted and no text change required
8	43	Objective 14.1	Comments about affordable housing need to reflect the results of a Housing Needs Survey results.	Approved
9	43	Aim 15	The survey results didn't confirm 'minor development' (up to 9 open market houses) was beneficial - Redefine	
10	43	Aim 16	Remove reference to minor scale development esp. related to housing	Approved
11	44	Policy Justification - Para1	A better statement might be along the lines of “..... the community believed that if housing were to be built during the plan period, the preferences were, affordable housing, farm dwellings subject to AOC, smaller open market houses, annexes.”	Approved subject to re-wording being agreed
12	44	Policy Justification - Para2	Question – does Luppitt have a vision that additional services and facilities will be available in the future?	Noted, this is impacted by other sub-groups comments. Re-wording to accommodate all comments
13	45	Policy D1 - 1.	Needs to reflect the results of Housing Needs Survey. Also suggest don't refer to “minor scale”	Approved
14	45	Policy D1 - 2.	Small scale open market housing as per the definition is between 10 and 199 residential units. Not viable or wanted in Luppitt. Remove text	Approved!
15	45	Policy D1 - 3.	Remove the word “and” after “providing”	Approved
16	45	Policy D1 - 6.	Remove reference to “minor scale” or find another wording to describe small number of / small site.	Approved
17	45	Policy D1 - 9. and 10.	The group thought “large scale” is too subjective. More clarity required to describe what large scale is or use different terminology. Just a thought on what other groups are saying – need to have consistency if same topics are covered. Or, eliminate any duplication.	Approved

18	46	Policy D1 - 12.	The development of holiday accommodation was not covered in the survey. Should this be included in the LNP [Correction - 'Holiday homes and letting cottages' referred to under Local Employment in 2018 Luppitt Parish Questionnaire]	Noted, no text amendment required
19	46	Policy D1 - 13.	Remove the word "large". This policy says that Subdivision must be close to existing facilities to prevent increase in use of private car. There are very limited local facilities and the statement discriminates against Wick, Shaugh and Beacon	Approved
20	46	Policy D1 - 17.	This is not a policy statement – too vague. Policies need to be specific. As a matter of course all applicants should provide a construction phase impact assessment.	Approved

Climate Change and Renewable Energy

Sub-Group Lead - Michele Turner

Item	Page No.	Existing Text	Proposed Amendment	Approved by Steering Group
1	12 and 51	Suggested replacement of existing Aims 22, 24 and 25 (existing Aim 23 remains) with the following proposed new Aims: Also see reference to P 51 below	1 – To raise awareness of the threats to climate change in the parish and therefore the importance of utilising renewable energy sources. Establish a small group who develop expertise and knowledge and provide information and access to resources on web site	Approved
2	12 and 51	As above....	2 – To establish the scope and potential of renewable energy in the parish, including viability of community led and owned initiatives and establish what can be retrofitted to existing houses	Approved
3	12 and 51	As above....	3 – To develop and provide information to the community about what is possible – ie what individuals can do to help contribute themselves. To include keeping abreast of latest technological developments where renewable energy becomes more readily accessible. In addition link to other communities elsewhere where there have been successful actions taken. Establish a	Approved

			Green Code policy for the parish	
4	12 and 51	As above...	4 – All new housing, extensions and conversions - planning permission to be reviewed to ensure new builds are carbon neutral; Minimise heating costs (i.e. insulation of walls roofs and windows, efficient heating eg air source or ground source heat pump, solar panels with batteries for water and lighting)	Approved
5	12 and 51	As above...	5 – (modified current Aim 24). To reject medium and larger scale obtrusive schemes and projects which would have an adverse impact on the rural nature and distant views of the parish.	Approved
6	48	Renewable Energy	Amend section to incorporate additional results from 2018 survey to re-enforce 2014 survey results	Approved
7	49	Renewable Energy (bulleted list)	Should add Rainwater Harvesting (applicable to new and existing buildings) and Grey water usage systems (applicable to new build only) and have porous paving, driveways, patios to minimise rainwater run-off	Approved
8	50	New Development	Despite the fact the government have backtracked from zero carbon, perhaps Luppitt Parish should look to see evidence of new builds achieving this.	Approved subject to building regulations
9	50	Existing Buildings	From the results of the 2018 survey it is apparent there is a need to provide residents with continual information about what is possible to achieve linking in to new technology advances as they become available. In addition, there is a place for the village to look to collectively source products thereby securing reduced pricing for all. This need should be reflected in the narrative.	Approved
10	51	Aim 22	Perhaps need a second part of this (or new aim) to demonstrate there is an ongoing need to inform parish residents of what is possible and new technology etc as per previous point.	Approved
11	51	Aim 24	The wording on this needs to be stronger – needs to actively reject medium/large scale in accordance with the latest 2018 survey	Approved
12	51	Aim 25	Needs to be changed to say we will have a Green Code as per the 2018 survey	Approved
13	52	Policies CC1 - 2,3 and 5	Change 'resisted' to 'rejected'	Approved
14	52	Community Actions	Add new community action stating that a small team will be established to provide	Idea noted

			information to the parish residents about what is possible/latest technology etc	
15	52	Community Actions	Include climate change and livestock?	Approved
16	52	Community Actions - CA2	Amend language to say a Green Code will be established as per 2018 survey	Approved
17	53	Community Actions - CA2	Add to Green Code list - What about becoming plastic free?	Idea noted

Community Projects

Sub-Group Lead - Christine Ryder

Item	Page No.	Existing Text	Proposed Amendment	Approved by Steering Group
1	10	Vision Statement	The vision statement is very ambitious. Is it intended that this vision can be achieved within the lifetime of the Neighbourhood Plan? If it is, do we all agree it is feasible?	Noted, vision statement is expected to be amended
2	19	Community Facilities and Services	Cut out any reference to existing facilities being 'well used' – we know from the questionnaire results that they are not.	Noted, but not agreed as some concern about interpretation of these questionnaire comments
3	19	Community Facilities and Services	Rather than speculate over what new facilities might be possible, we need to home in on a short list of those that were highlighted in the questionnaire that we are going to try and turn into reality.	Approved
4	19	Community Facilities and Services	We need to debate whether we should continue to position the overriding purpose of improving facilities as being something we have to do in order to qualify for affordable housing. We feel the two subjects should be totally separate.	Noted and agreed
5	20	Village Facilities Assessment	Review whether Village Facilities Assessment study has already happened via the Questionnaire and we need to consider whether the Parish Council has the expertise to carry out a study into the long term viability of any new facilities or services. That may well require specialist input.	Noted and one for the PC
6	20	Technology and Broadband	The question here is what the Parish Council can do to bring about improvement in broadband services given that it is in the hands of Connecting Devon and Somerset – who contrary to	Noted and one for the PC

			their role are not contactable – and Gigaclear.	
7	20	Technology and Broadband	Also – in the fourth para, things have rather moved on and whilst the November questionnaire did not directly address the Broadband question, we doubt there is any point in suggesting a separate questionnaire as the connectivity situation is pretty well known.	Approved
8	20	Technology and Broadband	Consider a different approach which looks at what more will be achievable through technology and broadband once Gigaclear have finished their work.	Noted and one for the PC
9	20	Technology and Broadband	It may be pertinent to include, as one of our aims, installation of high speed Broadband at the Village Hall. However, the Parish Council may action this prior to the Plan being finalised'	Approved
10	21 and 22	Aims and Objectives	Review because some of them have been achieved. A lot of the aims, here, can now be justified by the findings of the November questionnaire and the on-going research by the sub-groups	Approved
11	Throughout	Community Projects	Consider which of them could be deemed as planning issues? Those that might – e.g. enlarging/refiguring the Village Hall, creating sports facilities/children's playground within the grounds, creating a market hall – could well be planning issues. Clearing ponds, litter picks, special interest groups, would not.	All noted
12	Throughout	Community Projects	The current facilities in the Parish are not well used. However, there is demand for a lot of new facilities or services. Our belief is that developing some or all of these revolves around improved electronic and traditional communication systems, and development of the currently underused existing facilities with the focus being on what could be provided by the Village Hall and its grounds (new children's playground, sports hall???), plus the establishment of a number of volunteer groups, some of which need professional management. We believe that, within the Neighbourhood Plan, the focus should stay on what can be achieved by development of the existing facilities, with the services that would be dependent on volunteer or professional management remaining outside of the Plan as they are not relevant to Planning decisions.	All noted
13	Throughout	Community Projects	Development of the existing facilities will need funding and expert advice	All noted

			Research is required into how our existing facilities could be expanded – and that will require the input of an architect, a landscape architect, a professional sports coach, a farm shop/village market expert, and the Church.	
14	Throughout	Community Projects	We also need to investigate potential sources of grants, such as the new £3 million scheme launched in April by the Dept of Rural Affairs specifically focused on expansion of village halls. At the launch, the Village Hall was highlighted as ‘a vital hub for the community to connect, collaborate and celebrate and can provide the base facility for everything from fitness and social activity to healthcare and education’ – a description that could well be ‘cloned’ within the final script of the N.P.. We also need to look at the Sports Council, the Lottery Fund and there may well be other options. However – who should do this research, and whether it needs to be done now, or after the Plan is in place, needs determining.	Noted
15	Throughout	Community Projects	Services that need professional management We need to research the legal requirements for all of these, especially where transport of the elderly or the supervision of children are involved, to make sure we can operate them without appropriate insurance or training	Noted
16	Throughout	Community Projects	Need to explain the difference between Community Actions and Community Projects	Approved
17	Throughout	Community Projects	We need to establish a permanent Community Projects Group (with a better name!) to agree and implement parish-wide community projects going forward. What follows is the breakdown of suggestions for community projects put forward in the 2018 Questionnaire. Those in red are direct responses to set questions. The rest are from the freeform answers:	Approved
18	Throughout	Proposed new Appendix XXXX List of Community Project Proposals	<u>Land related:</u> <ul style="list-style-type: none"> • Community allotments • Orchard • Vineyard (Dalwood has the latter) • Communal garden (maybe at Barnfield?) <u>Volunteer related:</u>	Noted and one for the new community action group

			<ul style="list-style-type: none"> • Car owners providing lifts & shopping trips (Insurance? TRIPS already do that?) • Support network for less mobile (no specifics other than volunteer drivers) • Annual litter pick • Trading skills • Car share <p><u>Requiring specialist management:</u></p> <ul style="list-style-type: none"> • Parish wide study and monitoring of local environment and habitats • Alternative energy schemes for the community (not our remit?) • Support care system (not specified what for) • Community buying group <p><u>Education related:</u></p> <ul style="list-style-type: none"> • Probably the environmental monitoring scheme would also figure here – get children involved • Organised visits to farms for children (only Parish children??) to understand where food comes from <p><u>Communications related:</u></p> <ul style="list-style-type: none"> • Digital alert group for parishioners • Developed website (no further detail) • Photographic record of the Parish • WhatsApp group • WiFi • Facebook page <p><u>Special interest groups:</u></p> <ul style="list-style-type: none"> • Local firewood group • Joint removal scheme for large rubbish for recycling • Arts and Crafts • Film Club (Very good one in Broadhembury) • Art society • History group <p><u>Existing facilities:</u></p> <ul style="list-style-type: none"> • Open village hall? Not sure what is meant there • Better information on footpaths – clear map, documented routes, photos etc • Footpath clearance (down to the Parish Council?) 	
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			<ul style="list-style-type: none"> • Church - more quality music events/put on more events • Keep the Commons accessible (not our remit?) <p><u>New facilities (or could be created within existing)</u></p> <ul style="list-style-type: none"> • Community shop and post office plus café • Youth Club • Netball Club • Football Club • Better pub (or regular pub night in hall) 	
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Appendix 11 - Proposed Final Amendments for Parish Council Consideration June 2021

Luppitt Neighbourhood Plan Steering Group

Potential Final Text Amendments

For Consideration by Luppitt Parish Council

A. Text Omitted in Error:

1. Replacement text - 'Extensions and Annexes'

The policy relating to extensions and annexes was omitted from the final draft in error. It is proposed to reintroduce the text as sub-heading 3 to Policy ND4, (P53) the amended heading for which would become '*Subdivision, Extensions, Annexes and Replacement Dwellings*': A small change to the text is suggested as a result of recent planning applications to ensure extensions and annexes are always subservient to the original dwelling. Here is the text:

Policy ND4 Subdivision, Extensions, Annexes and Replacement Dwellings

3. Extensions and Annexes 'To assist extended families, the elderly and dependent relatives, extensions and annexes added to existing houses will generally be supported by the Parish Council providing they are in keeping with the existing house in terms of design and external building materials used and ~~that they are subservient to scale and massing are proportionate with the original dwelling.~~ Any extension or annex that has a significant adverse impact upon a neighbouring property or the landscape will not be supported.

If accepted, the body text to '6. Extensions and Annexes' on P47 will also be amended accordingly as will be the headings on pages 3 and 5.

PC - to confirm re-introduced text as drafted.

B. Parishioners Comments:

2. Definition of 'Luppitt village'

This was brought up by two residents at the first Zoom meeting who wondered why the definition wasn't wider. It was also discussed at the

second Zoom meeting but those participants did not feel the definition as it stands should be altered.

PC - To confirm that the 'Luppitt village' definition contained on P67 of the draft is acceptable.

3. Playground

Lucy Murray proposed via email that, given the number of young children currently in the parish (around 25 under 10 years), playground facilities should be improved. Lucy will make her case to the PC in the coming weeks.

PC - To carry forward and/or delegate to the proposed Community Action Group?

4. Increased Traffic

In one Zoom meeting a resident noted a significant increase in delivery vans during the pandemic, particularly in Luppitt village. Increase in traffic was also referred to in Vanessa Nancarrow's letter and also by Tracey Rosewall in her commentary. In response, the panel pointed out that with few local facilities, parishioners are reliant upon cars or delivery vans for their essential needs.

PC - To carry forward?

5. Increased Aircraft Noise

Increased aircraft noise, activity, and low flying was raised by a new resident during one of the Zoom meetings. It was pointed out this was beyond the remit of the LNP but would be referred to the PC to discuss with the airfield administration if appropriate.

PC - To carry forward?

6. Hamlet of Shelvin

A resident suggested by telephone that 'Shelvin' should be identified as a recognised part of the parish and identified on the LNP title page

PC - To consider

7. Letter from Vanessa Nancarrow

Vanessa's letter was mainly a commentary but it contained a suggested walking/cycling route to Honiton.

PC - Should this aspiration be a) mentioned in the LNP and b) carried forward to the Community Action Group?

8. Letter from Shane Pulman

Shane's commentary included two suggestions. The first was an open parish forum at which the following subjects could be discussed: 'farming change and the environment'; river water quality and wetland habitats; wilding; safeguarding flora and fauna; predator control. The second was a species watch list and environmental monitoring. The latter was also suggested by Vanessa Nancarrow at an earlier steering group meeting.

PC - Should these ideas be a) mentioned in the LNP and b) carried forward to the Community Action Group?

C. Statutory Consultee Responses:

9. Devon County Council

DCC suggested an access/rights of way map should be included in the LNP. A copy has been delivered to John Thorne who is concerned that it may include claimed footpaths under dispute. JT to advise the PC.

PC - Include an access/rights of way map in the LNP Appendix?

10. Blackdown Hills AONB

a) P29 - Lisa Turner (LT) points out that it is the local authority that has the duty to prepare the AONB Management Plan, not the AONB

PC - Agree to amend text accordingly?

b) P30 - Policy NE1 and elsewhere. LT suggests we define 'tranquillity'. There are various possible definitions including the following from the Cambridge dictionary: 'A peaceful, calm state, *without* noise, violence, worry, *etc*'.

PC - agree add to definitions?

c) LT questions whether the above definition should be modified to include *and lack of light pollution?*

PC - amend text accordingly?

d) LT is concerned about the use of the word 'screening' throughout the document and suggests such references should be tightened. Her comments are repeated here:

'There are various references to screening [of development with trees, etc] – I would prefer to see some references to 'screening' being designed in as part of a development, to it being appropriate to local landscape character or setting, and to making use of existing trees/hedges/copses, and enhancing these features where needed, and consider use of mitigation planting or landscape planting as terms rather than screening' -

PC - Agree to endeavour to address these concerns in the text and include 'Screening' in the definitions?

e) P52 Policy ND3 - LT suggests we review the wording of this policy. She correctly refers to the four local facilities required by EDDC before we can be considered to have grounds for a 'rural exception site' (required for affordable and other housing). Luppitt has only three facilities. This has been discussed in SG meetings many times where the chairman has explained that EDDC has absolute discretion in this regard (i.e. to overrule its own policy)

PC - no action required

11. Devon and Cornwall Police

P40 7.3 General Planning Principles - Additional wording suggested by Kris Kalderhead to be included as a new bullet point:

- *'All development proposals should consider the need to design out crime, disorder and anti-social behaviour to ensure ongoing community safety and cohesion'*

PC - agree to add bullet point as proposed?

12. Forestry Commission

A number of residents referred to tree planting during the consultation process and Vanessa Nancarrow's letter also referred to the ancient woodland in Luppitt. The LNP already contains a Community Action encouraging the planting of trees - CA8 on P31 - but the Forestry Commission suggests we include the following two paragraphs as descriptive text:

Existing trees in your community - The Forestry Commission would like to encourage communities to review the trees and woodlands in their neighbourhood and consider whether they are sufficiently diverse in age and species to prove resilient in the face of tree pests and diseases or climate change. For example, if you have a high proportion of Ash, you are likely to see the majority suffering from Ash Dieback. Some communities are proactively planting different species straight away, to mitigate the effect of losing the Ash; you can find out more here. Alternatively, if you have a high proportion of Beech, you may find they suffer particularly from drought or flood stress as the climate becomes more extreme. There are resources available to help you get ideas for other species you can plant to diversify your tree stock and make it more resilient.

Ancient Woodland - If you have ancient woodland within or adjacent to your boundary it is important that it is considered within your plan. Ancient woodlands are irreplaceable, they have great value because they have a long history of woodland cover, with many features remaining undisturbed. This applies equally to Ancient Semi Natural Woodland (ASNW) and Plantations on Ancient Woodland Sites (PAWS). It is Government policy to refuse

development that will result in the loss or deterioration of irreplaceable habitats including ancient woodland, unless “there are wholly exceptional reasons and a suitable compensation strategy exists” (National Planning Policy Framework paragraph 175).

PC - To consider adding the paragraphs above (adapted to follow existing LNP text) as a new sub-paragraph '5.6 Trees' on P28.

13. RSPB

General guidance provided for new development to include bird and bat boxes, bricks for solitary bees, hedgehog highways etc. All new development will be subject to such habitat measures insisted upon by EDDC.

PC - No action required

14. Sport England

General guidance provided for new development but this will also be covered by any planning permission issued by EDDC.

PC - No action required

15. Historic England

Historic England sent the following complimentary comments (extract):

We are pleased to note the value which your community places on its distinctive historic environment, and especially the Community Actions which complement the formal policies for the protection and enhancement of the area's built heritage. The success of any Plan is dependent on the support of its community, and achieving the involvement of local people in the ways suggested will help significantly in managing and maintaining the area's special heritage qualities. We therefore congratulate your community on its progress to date, and wish it well in the making of its Plan.

PC - No Action Required

16. National Trust

The National Trust sent the following complimentary comments (extract):

The National Trust is the owner and custodian of Dumpdon Hill an impressive Iron Age hill fort located within the Luppitt Parish. The hill fort is of the highest significance and a scheduled monument and we are pleased that it has been identified in paragraph 6.4 Designated Heritage Assets and Appendix 4 – Listed Buildings and Monuments. We support Policy NE1 and NE2 which seeks to protect and enhance the natural environment and particularly note objective 1.2 'support the work of the National Trust in the proper management of the top of Dumpdon Hill and the retention of its status as Open Access Land under the Countryside Rights of Way Act 2000'.

PC - No action Required

D. EDDC - Responses from the Planning Department:

Angela King (AK), the Neighbourhood Plan Officer, has comprehensively responded to the Plan including a comment upon each policy and community action. The comments below have been restricted to her suggested amendments that require PC consideration. In addition the Development Management (DM) section has also responded with comments.

17. Policy BC1

- a. This policy refers in the main to preventing the loss of existing facilities (the pub, church and village hall). AK suggests we also include text that supports 'certain new facilities' that could be identified (e.g. community shop, pub serving food, creche/nursery etc.) **PC to agree to text addition?**
- b. The pub should be referred to by name ('The Luppitt Inn'). **PC to agree?**
- c. As there are possible planning issues (change of land use) around the use of the old tennis court as the village hall car park AK suggests removing any reference to the tennis court. **PC to agree?**
- d. Add a map to show the location of the existing parish facilities. **PC to agree?**
- e. DM suggests we add a condition to this policy that requires a period of 12 months marketing before a local facility can be lost to another use. **PC to agree?**

18. Policy BHE1

- a. 1. Protecting Designated Heritage Assets (Listed Buildings) - As 'heritage assets' cover more than just listed buildings, it is suggested to reduce the title of this policy to 'Protecting Designated Heritage Assets' (~~Listed Buildings~~). **PC to agree text amendment?**
- b. 2. Protecting Non-Designated Heritage Assets - improve text robustness by adding 'identified by the Parish Council *or Local Planning Authority*'. Also in identifying buildings worthy of retention add the words - '*considerations of significance and setting, including views*' and that proposals should '*retain the historic fabric and minimise loss*'. **PC to agree text amendment?**

19. Policy ND1

- a. 1. Brownfield Land - DM points out that no land in Luppitt is included on EDDC's register of brownfield sites. LPA's are required to hold such

a register, but any previously developed land can be termed brownfield. To get around this DM suggests we replace the title with 'Previously Developed Land (Brownfield Land)' even though 'brownfield land' is defined in the Appendix using the NPPF definition!
PC to agree text amendment?

- b. 2. Flood Plain - AK is concerned that our LNP flood plain policy is more restrictive than the Local Plan. As explained in previous meetings, the Local Plan applies a 'sequential test' to development in a flood plain which means that development could take place within a flood plain if all other options have been discounted. Our policy does not support any development in the flood plains of the River Love and River Otter, except for agricultural uses, (see c. below) to protect wetlands and prevent flood water being transferred elsewhere which could cause flooding. **PC to agree the LNP text as it stands or include the sequential test as per the Local Plan.**
- c. 2. Flood Plain - DM is concerned that by mentioning the agricultural exception above we could open the flood plains for agri-development (a point made previously by John Thorne). To get over this DM suggests additional text, for example - '*such agricultural use proposals should comply with all other policies in the LNP and the Local Plan and include flood risk mitigation proposals*'. **PC to agree text amendment?**

20. Policy ND2

- a. We are asked to amend the text as follows (add ~~delete~~):

ND2 Title Paragraph 'To preserve the unique character of the parish and the rural landscape, great weight will be given to the following criteria in all applications for development or change of land use including those under Policy BHE1': **PC to agree?**

1. Adverse Impact and Amenity Considerations '~~Development and change of land use proposals that avoid~~ Avoidance of adverse and harmful impact upon the landscape, existing settlements and neighbouring properties in respect of adverse visual impact, ~~and the effects of~~ noise, smell, vibration or increased traffic movements'. **PC to agree?**

2. Design 'High quality design, particularly where that design is sympathetic to, and reflects the character of, existing vernacular and historic buildings in the parish. For housing, reference should be made to the AONB Design Guide for Houses ~~is encouraged~~'. **PC to agree?**

7. Screening 'Screening and landscaping that ~~permanently~~ minimises any adverse impact upon the landscape and surroundings permanently all year round using, wherever possible, a mix of trees, hedging, shrubs and other plants species that are indigenous to Devon'. **PC to agree?**

21. Policy ND3

- a. **2. Affordable Housing** and also **3. Open Market Housing**

We are asked to replace the bullet points with sequential numbering for referencing purposes **PC to agree?**

22. Policy ND4

- a. We are asked to amend the text as follows (add delete):

2. Replacement Dwellings The replacement of an existing dwelling with a new dwelling will only be supported if the dwelling to be demolished has little or no architectural or heritage merit and does not contribute to the character of the parish, and the replacement dwelling is of a similar scale and mass to the existing dwelling. Exceptions will be considered on their merits. In all cases, proposals must comply with the policies in this plan, including Policy CC1 - 'Climate Change and New Development' and be supported by a robust condition survey. **PC to agree?**

23. Policy ND5

- a. As 'craftmanship' is not controllable through planning it is suggested the word is replaced with 'methods of construction or detailing' **PC to agree?**

24. Policy ND6

- a. DM notes that there is no 'locational' requirement for this policy which would in theory allow 'small-scale artisan studio/workshops' anywhere in the parish. The existing text does however provide various safeguards which you may feel are adequate - see ND6 below. Also AK is concerned that we are perhaps too encouraging of this (very limited) employment use and maybe we should remove the words '*which will be encouraged*'. To assist, the draft amended policy text is repeated here:

Policy ND6 - To protect the character of the parish and its rural landscape, the construction of new-build business premises will generally be resisted, with the exception of small-scale artisan studios/workshops. ~~which will be encouraged.~~ Such development will be supported providing that it complies with policies ND1 and ND2 and creates local employment opportunities. Any new development that significantly increases traffic movements or adversely impacts upon the landscape, distant views, dark skies or neighbouring properties will be resisted.

PC to agree minor text change?

25. Policy ND7

- a. We are asked to split the policy text dealing with holiday cottages into two paragraphs (the first is negative in nature, the second is positive) with no change to the text, except b. below. **PC to agree?**
- b. We are asked to cross reference this policy to Policy ND5 - Conversion of Redundant Farm Buildings, where holiday cottage use is supported, by adding the words 'see Policy ND5'. **PC to agree text addition?**
- c. DM is again concerned that we have not included a 'locational' requirement for this policy. The policy text on the other hand sets out various parameters that must be met so you may feel no amendment is necessary. **PC to consider.**

26. Policy ND9

- a. We are asked to replace the word '~~smaller~~' with 'small-scale' and '~~should~~' with 'must'. **PC to agree?**

27. Policy ND11

- a. **1. Traffic Movements** We are asked to amend the title from '~~HGV Traffic~~' to 'Traffic Movements including HGV's' and replace '~~may~~' with 'will'be resisted'. **PC to agree?**
- b. **2. Management Plan** We are asked to amend the text as follows (add ~~delete~~):

2. Management Plan To minimise disruption to parish residents and damage to parish lanes, adjoining banks, hedgerows and ditches during construction, a 'Construction and Environmental Management Plan', including provisions for monitoring and repair, ~~may~~ will be required ~~where~~ wherever appropriate. **PC to agree?**

28. Climate Change

- a. AK notes that this section (unlike other NP's) does not include aspirational references to '*encouraging cycling, walking, electric charging, energy efficiency, internet connectivity*'. It is suggested that a new item 6. could be added to '8.2 Aims and Objectives' on P59 as follows:

Aims	Objectives
<u>6. To help reduce the parish carbon footprint, encourage cycling, walking, electric charging, energy efficiency and internet connectivity.</u>	<u>6.1 Prepare clear and appropriate policies.</u>

PC to agree?

29. Policy CC1

- a. As it is unlikely to carry much weight as it stands it is suggested to relocate this policy to become criteria 9 of Policy ND2 on P52. **PC to agree?**
- b. It is also suggested that to make the statement more meaningful, '*highest technical standards*' should be defined. However as the Building Regulations set the technical standards to which all new buildings must comply it is suggested instead that we remove the word '*technical*' leaving this inspirational policy to read '*great weight will be given to the highest standards*' (which refers to carbon reduction and the use of renewables in the construction and use of new buildings) **PC to agree?**

30. Policy CC2

- a. We are asked to amend the policy text to address 'heritage buildings' and 'associated works' as follows (add ~~delete~~):

'The retrofitting of renewable energy schemes will generally be supported on domestic, farm and other buildings providing they are designed and constructed of materials that are non-reflective and integrate sympathetically with the built surroundings and do not harm heritage buildings or adversely ~~affect~~ impact upon neighbouring properties, the landscape or habitats through visual impact, reflection, noise, smell, vibration, ~~or~~ light or associated works including archaeology, laying cables and other electrical installations'. **PC to agree?**

31. Policy CC3

- a. We are asked to amend the text to this policy to more clearly address the possibility of a 'community-led energy scheme' as follows (add ~~delete~~):

1. Renewable Energy Schemes Renewable energy schemes will generally be supported if they are small-scale and for ~~of a~~ domestic/non-commercial use ~~scale~~ or for collective parish community benefit (see 2. below). Larger commercial/non-domestic scale renewable energy schemes will generally be resisted as being out of character with the rural parish landscape and its status as an AONB.

2. Community-Led Renewable Energy Schemes
Renewable energy schemes for the collective benefit of the Luppitt parish community and decided by a majority vote of

parishioners, including field-scale photovoltaic panels and river based hydro-electric schemes, will generally be supported provided they are permanently well-screened and non-reflective and do not adversely impact upon the landscape or neighbouring properties, comply with the other policies in this Plan and meet the requirements of Strategy 46 of the Local Plan (Landscape Conservation and Enhancement and AONBs).

3. Wind Turbines Wind turbines (except small scale pole or building mounted domestic/non-commercial turbines) and wind farms will be resisted as being out of character with the rural parish landscape and its status as an AONB.

4. Solar Photovoltaic Panels

1. Solar photovoltaic panels installed on domestic or agricultural buildings will generally be supported providing they are non-reflective and do not adversely impact upon the landscape or neighbouring properties.
2. Field-based photovoltaic panels will generally be resisted unless they are of domestic/non-commercial scale, sited in close proximity to existing buildings, are permanently well-screened and non-reflective and do not adversely impact upon the landscape or neighbouring properties.
3. Field-scale photovoltaic panels for commercial use will be resisted, except as described in 2. above.
4. ~~Field-scale photovoltaic panels for collective parish community benefit and decided by a majority vote of parishioners will be supported, providing they are well-screened and non-reflective and do not adversely impact upon the landscape or neighbouring properties, comply with the other policies in this Plan and meet the requirements of Strategy 46 of the Local Plan (Landscape Conservation and Enhancement and AONBs).~~

PC to agree?

32. Additional General Points from AK:

Angela King has been through the entire text again and made over 70 suggestions to improve the flow and understanding of the document. These are generally minor

amendments that do not affect the meaning of policies or community actions and do not therefore require deliberation by the PC. It is suggested they are left to the discretion of the panel as to whether or not they are adopted. To give a flavour, a few suggestions are included below:

1. Ensure index is hyperlinked for ease of use.
2. Add captions to photos, graphs, maps etc
3. Explain 'A-B' in the key on the Luppitt Parish Map
4. Suggest '*development and change of land use proposals*' is defined/clarified in the introduction and glossary that 'development' includes '*change of use*' in all policies to avoid needing to write this in full each time.
5. AK will suggest a paragraph for insertion into the 'Submission' version of the NP to refer to the work and relationship with the emerging new Local Plan.
6. Suggest reducing the number of footnotes within policies – these can be added within the policy box if they expand on a point or you can rely on the existence of the glossary without needing to refer to all the definitions there with a footnote.
7. Second bullet on P13 - Amend first sentence to, “EDDC recognises that the villages and rural communities help to define the character of East Devon. Without some development geared around local needs, many will become imbalanced communities of the retired and wealthy.” And the last sentence to, “We [or Luppitt Parish Council] consider these characteristics apply to Luppitt parish.”
8. Replace 'incomers' with 'new residents' throughout
9. AK suggests we repeat the full lists of Aims and Objectives after, and as part of, 3.3 Vision Statement

PC to agree to leave these to the panel's discretion?

Steering Group 23 June 2021

Appendix 12 - Final PC Amendments Agreed, July 2021

LUPPITT NEIGHBOURHOOD PLAN

DECISIONS AND AMENDMENTS AGREED AT A MEETING OF THE PARISH COUNCIL HELD ON THURSDAY, 8 JULY 2021, AT 8 PM IN THE VILLAGE HALL

Present: John Thorne, Roger Hicks, Brian Pulman, Martin Summers, Michele Turner, Rosalind Buxton

Apologies: Christine Ryder, Paul Prettejohn, Beth Hooper, Andrew Tucker

Introduction

John Thorne opened the meeting by welcoming everyone and then handed over to Roger Hicks as Chair of the Steering Group. Roger explained that the consultation with parishioners and statutory bodies has now come to an end and all comments have been recorded as part of the consultation process. Three more documents need to be prepared – the Consultation Statement, the Basic Conditions Statement which needs to demonstrate that the policies in the Neighbourhood Plan comply with the Government's planning policies, and an Evidence Base report. Rosalind has provided Roger with some relevant information. Michele offered to help Roger in any way in the preparation of the documents. Once completed, the Neighbourhood Plan and associated documentation will be forwarded to EDDC to be publicised before being sent for independent examination. All comments and amendments will be considered and text revised before the final stage of referendum.

Consultation comments from Parishioners:

1. Replacement text on Extensions and Annexes

It was agreed to add the following wording under Policy ND4 Subdivision, Extensions, Annexes and Replacement Dwellings.

- 3. *Extensions and Annexes*** *To assist extended families, the elderly and dependent relatives, extensions and annexes added to existing houses will generally be supported by the Parish Council providing they are in keeping with the existing house in terms of design and external building materials used and are subservient to the original dwelling. Any extension or annex that has a significant adverse impact upon a neighbouring property or the landscape will not be supported.*

It was also agreed that the body text to clause 6 Extensions and Annexes on page 47 would be amended accordingly as well as the headings on pages 3 and 5.

2. Definition of Luppitt village

At the Zoom consultation meetings with residents, there had been a suggestion that the definition of Luppitt village was too restrictive. Other residents, when asked about this point, felt the definition was satisfactory.

However, it was recognised that it was not clearly understood that the definition of Luppitt village was only applicable when relating to affordable housing. It was agreed that the definition of Luppitt and Luppitt village on page 67 should be split into two for greater clarity.

3. Playground

It was agreed that this would not be mentioned in the Neighbourhood Plan but was an ideal candidate for a Community Action. It was agreed that the Parish Council would need to agree procedures going forward with any Community Action involving a project so that expectations could be managed.

4. Increased traffic

Several residents had commented on an increase in traffic from delivery vans resulting in a change of shopping habits during the pandemic. It was agreed that there was nothing that the Parish Council could do about this.

5. Increased aircraft noise

It was agreed that the Parish Council could start discussions with personnel at the airfield over low flying aircraft.

6. Hamlet of Shelvin

It was agreed that there was no need to identify Shelvin as a separate hamlet.

7. Letter from Vanessa Nancarrow

Vanessa Nancarrow had suggested a walking/cycling route to Honiton. It was agreed that this was a good idea although it may not be logistically achievable. It was agreed that this should be mentioned in the Neighbourhood Plan and taken forward as a Community Action.

8. Letter from Shane Pulman

Shane Pulman had suggested an open parish forum to discuss various environmental issues and a species watchlist. It was agreed that both suggestions should be mentioned in the Neighbourhood Plan and taken forward as Community Actions.

Consultation comments from statutory bodies:

9. Devon County Council

John and Brian had checked the access/rights of way map that DCC would like to be included in the Neighbourhood Plan. It was agreed that the map should be included as an appendix.

10. Blackdown Hills AONB

- a) It was agreed that text should be amended to say that it is the local authority that prepares the AONB Management Plan.
- b) It was agreed not to try to define the word 'tranquillity'.
- c) It was agreed that references to 'screening' should be tightened up throughout the document. A definition of screening should be included.

11. Devon and Cornwall Police

It was agreed to include the suggested additional wording as follows:

- *All development proposals should consider the need to design out crime, disorder and anti-social behaviour to ensure ongoing community safety and cohesion.*

12. Forestry Commission

It was agreed not to add sub-paragraphs on *Existing trees in your community* and *Ancient Woodland* to 5.6 Trees on page 28.

Consultation comments from EDDC Planning Department:

13. Policy BC1

- a) It was agreed to include additional text that supports 'certain new facilities'.
- b) It was agreed to refer to the pub by name (The Luppitt Inn).
- c) It was agreed to remove any reference to the tennis court.
- d) It was agreed to add a map showing the location of existing parish facilities.
- e) It was agreed with reservations to add a condition to this policy requiring a period of 12 months' marketing before a local facility can be lost to another use. Roger to speak to proprietors.

14. Policy BHE1

- a) It was agreed to amend the title to 'Protecting Designated Heritage Assets'.
- b) Protecting Non-Designated Heritage Assets – it was agreed to leave the wording '*identified by the Parish Council*' and not to add '*or Local Planning Authority*'. It was agreed to add the words '*considerations of significance and setting, including views*' when identifying buildings worthy of retention and that proposals should '*retain the historic fabric and minimise loss*'.

15. Policy ND1

- a) **1. Brownfield Land** - It was agreed not to change the title of this policy.
- b) **2. Flood Plain** – it was agreed to retain the text as it stands.

- c) **2. Flood Plain** - it was agreed to add additional wording '*such agricultural use proposals should comply with all other policies in the Luppitt Neighbourhood Plan and the Local Plan and include flood risk mitigation proposals.*'

16. Policy ND2

- a) **Title paragraph** - it was agreed to include additional wording.
- b) **1. Adverse Impact** – it was agreed to amend text as suggested.
- c) **2. Design** – it was agreed to amend text as suggested.
- d) **7. Screening** – it was agreed to amend text as suggested.

17. Policy ND3

It was agreed that all bullet points should be replaced with sequential numbering.

18. Policy ND4

It was agreed to amend text as suggested.

19. Policy ND5

It was agreed to amend text as suggested.

20. Policy ND6

It was agreed to amend text as suggested.

21. Policy ND7

- a) Agree to the suggestion.
- b) Agree to the suggestion.
- c) It was agreed that no amendment was necessary.

22. Policy ND9

It was agreed to amend text as suggested.

23. Policy ND11

- a) **1. Traffic Movements** – it was agreed to amend text as suggested.
- b) **2. Management Plan** – it was agreed to amend text as suggested.

24. Climate Change

It was agreed to include an additional Aim 6.

25. Policy CC1

It was agreed to relocate this policy to become criteria 9 of Policy ND2 on page 52 and to amend the text as suggested.

26. Policy CC2

It was agreed to amend text as suggested.

27. Policy CC3

It was agreed to amend text to this policy as suggested.

28. Editorial changes as suggested by EDDC

It was agreed that these would be left to the panel's discretion.

Meeting closed at 10 pm.

Appendix 13 - Chairman's Report (Example)

Luppitt Neighbourhood Plan

Progress Report

The Luppitt Neighbourhood Plan (LNP) has advanced well this year and we are now near the end of the consultation process. Much of this year has been spent on the amendments put forward by the sub-groups and also in improving the format to make the document easier to understand and navigate. Many hours have also been spent in consultation with EDDC to ensure that the new LNP policies are compliant with those in the Local Plan and we have also ensured that all relevant text is compatible with the current AONB management plan.

The fully amended draft is now being considered in detail by the Parish Council. Parish councillors have attended a series of in-depth briefing meetings (via Zoom!) to ensure they have a good understanding of the detail. The Parish Council will then either accept the draft in its current form or propose further amendments. Thereafter the final stages, which will include a programme of publicity and parishioner awareness, will lead to a parish referendum, expected to take place in 2021 (Covid-19 permitting).

As those who have been involved in the process will know, the LNP represents the majority view of parishioners resulting from a lengthy consultation process which commenced with the 2018 Parish Questionnaire. The main thrust of the document is protection of the character of Luppitt and its unique landscape and habitats. To that end, the draft contains 37 new planning policies to protect the parish from inappropriate development and 17 community actions intended to benefit the community at large.

The final document will shortly be available but in the meantime if anyone, especially those new to the parish, would like more information at this stage please contact:

Christine Ryder	Parish Councillor	01404 892 880
Roger Hicks	LNP Steering Group Chairman	01404 891 579
Rosalind Buxton	Parish Clerk	01404 861 565

November 2020

Appendix 14 - Parish Council

Briefing Note (Example)

A sample of the guidance circulated to parish councillors by the Steering Group prior to each of four briefing sessions

Luppitt Neighbourhood Plan

Briefing of Parish Councillors Meeting No. 4

Tuesday 8th December 2020 at 7.30pm

Explanatory Note 4

1. Resumé of key points from Briefing Meeting No. 3

- 7.5 Understanding the Policies
 - Fourteen paragraphs to give a better understanding of policies.
- Policy ND1 - Location Parameters for New Development
 - With the exception of farm buildings, new development should not take place on farmland, woodland or amenity land or within the flood plains of the River Love or River Otter
- Policy ND2 - Materials, Design and Siting
 - 8 criteria to better control any development that takes place in the parish
- Policy ND 3 - Housing
 - Housing Needs Survey
 - 'Rural Exception Sites'
 - 600m of village hall (**PC to consider definition**)
 - Affordable Housing - min 66% of all units
 - Open Market Housing max 34% of all units
- Policy ND 4 - Subdivision of Houses
 - To create additional homes in the parish

- Policy ND 5 - Conversion of Redundant Traditional Farm Buildings
 - To encourage the re-use of redundant old farm buildings
 - To protect the character of the parish from decay
 - To prevent old buildings from disappearing altogether
- Policy ND 6 - New-Build Business Premises
 - To protect the parish from inappropriate development
 - At the same time encourage local employment
- Policy ND 7 - Holiday Cottages
 - Prevent further loss of parish housing stock
 - Resist - new build holiday cottages
 - Resist - conversion of existing houses to holiday cottages
(Requires re-wording)
 - Support - conversion of redundant traditional farm buildings to holiday cottages
- Policy ND 8 - Farm Workers Dwellings
 - To retain the younger generation in the parish
 - To support local farming
 - Subject to AOC
- Policy ND 9 - Farm Buildings
 - Siting close to existing groups of buildings
 - Reflect the scale of existing buildings
 - Limit impact upon the landscape or neighbouring properties
 - Isolated buildings sited within the contours of the land
 - Effective screening
- Policy ND 10 - Farm Diversification
 - Support the farming community and tourism
 - Increase employment opportunities
 - Protect the parish from adverse impact
- Policy ND 11 - HGV Traffic
 - To protect the lanes of Luppitt
- CA 13 - Housing Needs Survey
- CA 14 - Affordable Housing Delivery
- Questions?

2. Climate Change (P59) (with Michele Turner)

- **8.1 Introduction (P59)**
- **8.2 Aims and Objectives (P59)**
 - To raise awareness
 - To understand the potential to increase renewable energy and reduce carbon footprint
 - To support renewable and low carbon energy
 - To discourage large-scale schemes that would impact upon the landscape and character of Luppitt
 - Highest 'green' standards in any new development
- **8.3 Global Warming (P59)**
 - Wind, sun and water are 'essentially free at source'
- **8.4 The Need to Reduce Carbon (Co2) Emissions (P60)**
 - IPCC- Reduce carbon emissions by 45% by 2030
 - Carbon neutral (net-zero) by 2050?
- **8.5 Devon Climate Change Emergency Declaration (P60)**
 - DCC and EDDC and others came together on 22nd May 2019:
 - To declare a climate and ecological emergency
 - To achieve a net-zero carbon Devon
 - To produce a Devon-wide action plan
- **8.6 Renewable Energy (P60)**
 - Luppitt's climate is suitable for renewables - sun, wind and rivers
 - PC to encourage renewable energy and reduce carbon footprint
 - At the same time protect the landscape
- **8.7 'Green Code' for Luppitt (P61)**
 - To help reduce our carbon footprint
 - To help reduce household and farm waste
 - To help increase recycling
 - To help reduce soil erosion
 - 9 ideas to get started
- **8.8 Opportunities for Renewable Energy (P61)**
 - Seven potential renewable energy sources

- **Note 1** - A community led and community owned renewable energy initiative for the benefit of parish residents was supported by 70% of the community but removed by the PC in an earlier draft and replaced with CA17 - to 'monitor opportunities'.
- **Note 2** - domestic-scale photovoltaic's (solar panels) are supported, but commercial solar farms are not considered appropriate due to impact upon the landscape and AONB
- **Note 3** - small domestic-scale wind turbines are supported (on a building or pole), but large land based turbines are no longer permitted unless identified in the Local Plan or this neighbourhood plan - to protect the landscape and AONB
- **Note 4** - Exeter University has carried out research on the River Otter for hydro-power, which has some potential.
- **8.9 New Development (P62)**
 - Currently new homes must be 'low carbon' to comply with the building regulations
 - The government is aiming for zero-carbon by 2025
- **8.10 Existing Buildings (P63)**
 - PC to encourage owners to reduce their carbon footprint
 - External equipment should be non-reflective and low impact
 - Installations must comply with building regs.
- **8.11 Policies (P63)**
 - **Policy CC1 - Climate Change and New Development (P63)**
 - The PC will give 'great weight' to the highest technical design standards in regard to carbon reduction and renewable energy in any new development
 - **Policy CC2 - Renewable Energy Retrofit (P63)**
 - The PC will generally support the retro-fitting of renewable energy schemes (where planning permission is required) providing they do not adversely impact upon neighbouring properties or the landscape
 - **Policy CC3 - Renewable Energy Scale (P63)**
 - **1. Renewable Energy (P63)** - The PC will generally support renewable energy schemes (where planning permission is required) that are of a domestic, non-commercial scale or for collective community benefit.

Large-scale commercial schemes will generally be resisted as out of character with the landscape and AONB

- **2. Wind Turbines (P64)** - The PC will generally support domestic-scale wind turbines whereas larger commercial schemes, including wind farms, will be resisted as out of character with the landscape and AONB
- **3. Solar Photovoltaic Panels (P64)**
- All to read through the four paragraphs on P64
- **8.12 Community Actions (P64)**
 - **CA15 - Information Sharing (P64)**
 - The PC will make climate change and renewable energy information available on the NP web site
 - **CA16 - 'Green Code' or Luppitt (P64)**
 - The PC will encourage the adoption of a 'Green Code'
 - **CA17 Monitor Opportunities (P64)**
 - The PC will monitor opportunities for renewable energy in the parish
- **MT - Matters arising from discussions with Nigel Hurst**
- Questions?

3. Appendixes (P66 to P91)

- RMH to highlight the most important pages

4. Next Steps:

- PC to discuss and agree any amendments
- RMH to amend document as required
- CR/MT to propose a programme of parish publicity
- Further amendments arising
- RMH to start work on Consultation Statement, Basic Conditions Statement and Written Evidence Base Report
- Regulation 14 stage
- Regulation 16 Stage
- Referendum