

Appendix I: Constitution of Working Group, Timetable of activity and details of consultations conducted.

1. Constitution of Working Group

When the idea of developing a joint local plan for the two adjacent parishes of Bridestowe and Sourton, was first put forward, the model of a parish plan was chosen. A public meeting was called by both Parish Councils and was well attended. Residents and parish councillors interested in being involved in the project put their names forward.

It was agreed that a steering group (known as the working group) should be set up to advance the project; it was important that the group was representative of both parishes, not over burdened with Parish councillors and with members bringing with them a variety of perspectives. The details of all interested parties were noted and invited to all the regular group meetings. A constitution was adopted on 25th June 2013.

A Chair was appointed plus a minute secretary. An initial grant from the Town and Parish Fund, with additional monies from both Parish Councils had been successfully applied for to meet the cost of room hire and sundry expenses incurred through the consulting process. The purse was held and administered by Bridestowe Parish Council.

By June 2014, it had become apparent that the local borough council intended to allocate housing to Bridestowe, so a decision was taken to “upgrade” to a neighbourhood plan that unlike a parish plan would, if successfully adopted, have statutory power. On July 17th 2014 Bridestowe Parish Council approved the upgrading and a new constitution was adopted. On August 10th Sourton Parish Council also gave its approval. The two parishes of Bridestowe and Sourton were formally designated as a Neighbourhood Area in December 2014 through an application to West Devon Borough Council under the Neighbourhood Planning Regulations 2012 (part 2 S6).

The Working group divided into subgroups to deal more efficiently with the different areas of the emerging plan feeding back their results to the main group.

2. Timetable of activity

From the outset, a provisional timescale for the project was drawn up to maintain momentum and focus although this was extended to accommodate changes in central and local government policy. A copy of the Revised Project Plan from the time of commencement of the Neighbourhood Plan is given in Table A1.

A full list of the meetings and consultations that have taken place since the onset of the project in May 2013 is given in Table A2. Meetings have always been open to all and are publicised in the monthly newsletter distributed across both parishes

3. Consultations conducted

Early Consultation and Evidence Gathering

Extensive engagement and consultation has taken place with residents and stakeholders

throughout the Plan making process. They were asked what they liked and disliked about the parish, how they would want to see it evolve and the benefits new development should bring to the community. To ensure the consultation process was as inclusive as possible local businesses and service providers have been canvassed. The views of young people attending local schools were sought.

The Questionnaire

One of the key consultations was the Questionnaire sent to all residents in April 2015

A total of 178 questionnaires were completed out of approximately 475; people chose to respond either on line or by completing the paper questionnaires. This gives an approximate 38% return overall, though this was much bigger in Bridestowe village than Sourton Village.

Despite the length of the questionnaire most people completed the whole questionnaire and few omitted any significant parts. Most questionnaire included information about all members of the household and the households which completed questionnaires were received included a total of 397 people; this is 40% of the total population of the parishes of Bridestowe and Sourton.

Once the questionnaire results were collated, the data, together with the feedback from other public consultation, formed a local evidence base. The data was analysed and the findings identified a number of key themes which became the basis for the Vision and Objectives. The policies and general development principles were then developed.

Separate questionnaires were employed to gain specific information for example one entitled 'Open Spaces, Sport and Recreation'. The views of young people were sought specifically via the schools and youth groups.

The results of the Questionnaire are given in Appendix III.

The Housing Needs Assessment

This was the second crucial consultation that targeted all residents. It was essential to obtain up-to-date evidence of exactly how many new houses were needed in the next 10 -15 years. It was publicised using articles in the parish newsletter and local newspaper and displaying posters across the two parishes. Two community events, one in each parish hall, included offers of assistance to complete the assessment form. Draft copies of the emerging development plan were also available.

The aim of the survey was to identify the types of housing in which people currently live, with additional information on the current housing and likely future needs of older residents (aged over 55) and to identify those households who currently have a need for affordable housing and wish to remain living in the villages. A total of 410 survey forms were distributed, to each household in the two parishes.

137 surveys were returned (33% of all households), with 73 from Bridestowe and 55 from Sourton.

89% of respondents said they were in favour of a small number of homes for local people being built if the need for affordable housing were proven.

A total of 12 households in the two parishes were identified (9 in Bridestowe and 3 in Sourton) as being in current housing need, 11 of which will need a 1- or 2- bedroom home and one will need a 3-bedroom home. Of these 9 will need affordable rented accommodation, whilst 3 could afford shared ownership.

105 (77%) of the responding households included at least one person over the age of 55 – most of whom were aged between 55 and 75. Of these 18 plan to move in the next 5 years, mostly to a home better suited to the needs of older people, or closer to family or support, but less than 10% planned to downsize. None of the households with older people that planned to move in the next 5 years anticipated needing affordable housing.

The results of the housing Needs Assessment are given in Appendix IV.

Summary of Consultation Process.

Giving the residents the opportunity to voice their opinions was made possible through the open meetings, using community events to display information, give updates and invite comments. The informal atmosphere of community events, such as the annual Ram Roast, allowed people to express their views candidly. Visual displays included maps, photographs and snapshots of local opinions.

Social media has been used with links from the Community Facebook page.

**Table A1. Bridestowe and Sourton Neighbourhood plan: Detailed Project plan
(modified August 2016)**

Step/task:	Who will do this?	To be completed before the end of:													
		2015						2016						2017	
		F	A	J	A	O	D	F	A	J	A	O	D	F	A
1. <u>Understanding the community</u>															
Research local history	SE,MS,AY						X								
Research Census data	PF,SE						X								
Check with West Devon on what plans exist for the parishes	R.R.				X										
Create discussion forum on Parish Council websites					X										
Design paper questionnaires and send to all households Businesses and organisations	PF	X													
Design and set up on-line questionnaire	PF	X													
2. <u>Prioritising and planning action</u>															
		2015						2016						2017	
		Feb	Apr	Jun	Aug	Oct	Dec	Feb	Apr	Jun	Aug	Oct	Dec	Feb	Apr
Collate and analyse questionnaire data	PF				X										
Publish results of the consultation in BASE and on parish council websites	PF				X										
Open meetings for people to discuss and decide on ideas for action	all		X	X	X	X	X	X	X	X		X	X	X	

3. <u>Drafting the Plan</u>															
		2015						2016						2017	
		F	A	J	A	O	D	F	A	J	A	O	D	F	A
Draft Plan to include what the plan is about, evidence of local needs and priorities and action plan	all							X							
Conduct and incorporate local housing needs survey	SE, RR									X					
Revise Plan in line with changes in Local Authority Draft Plan	all									X					
Further Consultation	all									X		X			
Revise plan with changes in response to comments and feedback from the community	all										X				
Draft plan for review and comments by expert in planning	all											X			
Draft Plan for review and comments by local agencies / organisations	all											X			
Final draft of Plan for submission to Local Authority and DNP	all												X		

Table A 2: Summary and Timeline of all meetings and consultations in the preparation of the Bridestowe and Sourton Neighbourhood Plan.
Record of meetings and consultations

Date	Activity	Where	Target Audience	Number attended	Activity
7 th May 2013	Joint Parish Plan Meeting	St Bridget's, Bridestowe	Steering Group	9	Set up the Steering Group
28 th May 2013	Joint Parish Plan Meeting	St Bridget's, Bridestowe	Steering Group and Martin Rich (Devon Communities Together)	7	Martin Rich from Community Council of Devon came to discuss our Joint Parish Plan.
3 rd June 2013	Joint Parish Plan Meeting	St Bridget's, Bridestowe	Steering Group	6	Constitution The Toolkit Discussion on consultation process
25 th June 2013	Joint Parish Plan Meeting	St Bridget's, Bridestowe	Steering Group	5	Constitution adopted Discuss public consultation for The Ram Roast
3 rd August 2013	Attended Ram Roast	Sporting Green, Bridestowe	Residents of Bridestowe and Sourton	200 ish?	Public Consultation raise awareness of the Joint Parish Plan. Asked to complete a short questionnaire asking what was important to them "What you think is good about B & S?" "What not so good?"
13 th August	Joint Parish Plan Meeting	St Bridget's Church	Steering Group	7	Discussed responses from the Ram Roast and Planning for Public consultation on 14 th September
14 th September 2013	Attended Barn Dance and Whist Drive	Sourton Village Hall	Sourton Residents	20	Public Consultation with residents to raise awareness of the Joint Parish Plan and complete a short questionnaire to help identify what is important to them
24 th September 2013	Joint Parish Plan Meeting	St Bridget's Church, Bridestowe	Steering Group	7	Completed stages 1 & 2 of the guide – Planned to contact groups – invited

Date	Activity	Where	Target Audience	Number attended	Activity
					groups to attend an open meeting on 22 nd October
30 th September 2013	Attended Harvest Supper	Sourton Village Hall	Residents of Sourton	106	Appeal to all those attending, to complete a short questionnaire to help us identify in terms of the parish, what is important to them and what they would like to change
October 2013	BaSE (Village Newsletter)				Appeal for people to join the group and feedback on consultations/questionnaires
22 nd October 2013	Open meeting	Bridestowe Village Hall	Invited Groups from Bridestowe and Sourton		
12 th November 2013	Joint Parish Plan Meeting	St Bridget's Church, Bridestowe	Steering Group	6	Peter Fleming took over as new chair. Discussion about reaching young people. Discussion about areas identified by the initial consultation
11 th December 2013	Joint Parish Plan Meeting	St Bridget's Church Bridestowe	Steering Group		Add to Membership of group/Timescale for preparation and dissemination of questionnaires. Content of questionnaires. Online version agreed upon as well as paper copy
15 th January 2014	Joint Parish Plan Meeting	The White Hart, Bridestowe	Steering Group	9	Draft questionnaire discussed: About you Community Life/local facilities/ communications Housing Local services/ transport
February	BaSE (Newsletter)				Update
5 th February 2014	Joint Parish Plan Meeting	The White Hart, Bridestowe	Steering Group	8	Membership of Group Roles of steering group members Content of questionnaire Timescale for preparation and dissemination

Date	Activity	Where	Target Audience	Number attended	Activity
					<p>Special questionnaires for particular groups (elderly/young)</p> <p>Online version.</p> <p>Online discussion forum on Sourton and Bridestowe websites.</p> <p>Boxes for suggestions to go in prominent places</p> <p>Caroline Mott invited to discuss ward changes</p>
19 th March 2014	Joint Parish Plan Meeting	The White Hart, Bridestowe	Steering Group	9	<p>Facebook page</p> <p>Content of questionnaires</p>
8 th April 2014	Joint Parish Plan Meeting	The White Hart, Bridestowe	Steering Group	9	<p>Membership of group</p> <p>Project Plan</p> <p>Roles of steering group members</p> <p>Content of questionnaires</p> <p>Survey monkey</p>
18 th June 2014	Joint Parish Plan Meeting	White Hart Bridestowe	Bridestowe Residents	6	<p>Discuss the possibility of upgrading the Joint Parish Plan to a Neighbourhood Development Plan.</p> <p>Discussed questionnaire</p>
15 th July 2014	Joint Parish Plan Meeting	Sourton Village Hall	Sourton Residents		<p>Michelle Luscombe from West Devon Council attended to discuss upgrading to a Neighbourhood Development Plan. This was subsequently agreed by both Parish Councils</p>
2 nd August 2014	Attended the Ram Roast	Bridestowe Sporting Green	Residents of Bridestowe and Sourton	200	<p>Public consultation</p> <p>Increase membership of the group. Collect names and addresses of those interested</p>

Date	Activity	Where	Target Audience	Number attended	Activity
					Discussion on development document and what a Neighbourhood Development Plan is
29 th September 2014	Neighbourhood Development Planning Meeting	Bridestowe Methodist Hall	Bridestowe Residents	9	Agreement of both Parish Councils to proceed with Neighbourhood Development Plan confirmed Agree Chair/ Deputy Chair /Secretary – all parish Councillors to be de facto members Content of questionnaires Draft now live on Survey Monkey Printing and Distribution
October 2014					All who expressed an interest at any open meetings/Ram Roast etc. are now included in the distribution email for every open Neighbourhood Development Planning meeting.
20 th October 2014	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	Well attended Peter has list	Peter Fleming outlined the change from a Joint Parish Plan to a Neighbourhood Development Plan the benefits for doing this.
November	BaSE Article				RE Neighbourhood Development Plan
17 th November 2014	Neighbourhood Development Planning Meeting	White Hart Bridestowe	Steering Group	9	Review questions on the questionnaire
24 th November 2014	Neighbourhood Development Planning Meeting	Bridestowe Methodist Hall	Bridestowe Residents	24	Keeping Parishes informed and involved. Finalising content for questionnaires Printing and Distribution

Date	Activity	Where	Target Audience	Number attended	Activity
					Data entry from paper responses Decide on a date to send out questionnaire Project plan Funding 4 Potential Planning sites have now been proposed
25 th November 2014	Information about the Neighbourhood Development Plan in paper format	Riverside Stores	Local community		Folder created in shop for members of the community who don't have the internet so that they can view minutes and documentation etc.
December 2014					The two parishes of Bridestowe and Sourton were formally designated as a Neighbourhood Area in December 2014 through an application to West Devon Borough Council under the Neighbourhood Development Planning Regulations 2012
3 rd February 2015	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	7 + Residents from both parishes	Detailed discussion on questionnaire Discussion of proposed sites for development Printing out/ Distribution and Timing of sending out questionnaires with BaSE at the end of February Project Plan
6 th February 2015	Future Homes Conference,	Dartington	Steering Group	3 people from our group	
17 th March 2015	Neighbourhood Development Planning Meeting	Methodist Hall, Bridestowe		4 + Residents from both parishes	Final Content of questionnaire Distribution and Collection of questionnaires

Date	Activity	Where	Target Audience	Number attended	Activity
					Data Entry for analysis Incorporation of results of questionnaire into a draft plan Project Plan
28 th March 2015	Follow up meeting on Future Homes	Dartington	Steering Group	3 people from our group attended	
End of March 2015	Online Questionnaire	Website	All		
End of March 2015	Questionnaire Sent out		Residents of Bridestowe and Sourton Via BaSE /personal delivery or online		
14 th April 2015	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	9	Update on questionnaires returned so far Data entry for analysis Formation of smaller working groups to look at:- a. Environment, Landscape, Open spaces b. Housing – including sport and play facilities c. Transport, footpaths, cycle paths d. Farming, employment, business and industry and how they relate to the following:- Our economy, Homes, Infrastructure,

Date	Activity	Where	Target Audience	Number attended	Activity
					Environment, Heritage and Resources,
May 2015	BaSE (Newsletter)		Bridestowe and Sourton Residents		Reminder about completing questionnaire and offer of help
9 th June 2015	Neighbourhood Development Planning Meeting	Bridestowe Methodist Hall	Bridestowe Residents		Preliminary results from questionnaire
July 2015	BaSE (Newsletter)				Brief summary of results of questionnaire Establish working groups as outlined in 14 th April meeting. Project Plan Funding
7 th July 2015	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	8 + Members of Sourton Parish	Reports from working groups on Environment / Housing /Transport / Farming, employment, business and industry Need to involve younger residents Overall project plan Funding – need to apply for first tranche of government funding in September 2015
August	Ram Roast Event	Bridestowe Sporting Green	Residents of Bridestowe and Sourton	200	Neighbourhood Development Planning Questionnaire results
August 2014					CPRE have conducted a detailed review into the potential benefits of re-opening the Exeter to Plymouth line via Okehampton and Tavistock.
August 2015	Publish results of the consultation	BaSE and Parish	All		

Date	Activity	Where	Target Audience	Number attended	Activity
	on BaSE and on Parish Council Websites	Council Websites			
August 2015	Create Discussion Forum on Parish Council Websites	Parish Council Websites	Bridestowe and Sourton Residents		
9 th August 2015	Representatives Attended Cream Tea Event	Sourton Village Hall	Sourton Residents		
8 th September 2015	Neighbourhood Development Planning Meeting	Bridestowe Methodist Hall	Bridestowe Residents	11	<p>Reports from working groups</p> <p>Discussion about how best to structure and start writing the Plan</p> <p>Funding – Need to apply for first tranche of government funding</p>
September 15 th and 21 st	Housing Group Sub Committee Meetings		Sub group	3	
September/October 2015	Transport, footpaths and cycle paths Sub Group		Sub group	3	
September/October 2015	Farming, Employment, business and Industry Subgroup		Sub group	3	
8 th October 2015	Neighbourhood Development Planning Meeting – Focus Group	Thorndon Cross Gallery	Representatives of Steering Group – Environment, Open Spaces, Sport and Play	4	
15 th October 2015	Neighbourhood Development Planning Meeting Focus Group	Prewley Moor Inn	Representatives of Steering Group - Environment, Open Spaces, Sport and Play	4	Survey sent out to discover what residents want
20 th October 2015	Representatives of Steering Group	Sourton Village Hall	Sourton Residents	11	Reports from working groups

Date	Activity	Where	Target Audience	Number attended	Activity
					<p>Need to involve younger residents</p> <p>Results of sport and leisure survey to be analysed</p> <p>What sort of Neighbourhood do we want – discussion</p> <p>Overall Project plan</p> <p>Funding – must be exact about what spending money on – need to decide when to apply</p>
10 th November 2015	Neighbourhood Development Planning Meeting	Bridestowe Methodist Hall	Bridestowe Residents	11	<p>Presentation by Janice Alexander re Housing needs survey</p> <p>Review of reports from working groups</p> <p>Results of Sport and Play questionnaire</p> <p>Agreed draft questionnaire should be available on Sourton and Bridestowe websites for wider community to review</p>
1 st December 2015	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	13	<p>Housing needs survey and community event. Application for funding for the Housing needs survey complete.</p> <p>Draft outline for Neighbourhood Development Plan</p> <p>Overall project Plan</p> <p>Discussion re application for funding</p>

Date	Activity	Where	Target Audience	Number attended	Activity
19 th January 2016	Neighbourhood Development Planning Meeting	Bridestowe Methodist Hall	Bridestowe Residents	10	<p>Constitution for Neighbourhood Development Plan</p> <p>Update on Housing needs survey</p> <p>Draft outline for Neighbourhood Development Plan</p> <p>Part 3 – Issues and proposals raised by local community</p> <p>Part 4 – Our vision and objectives</p> <p>Part 5 Our Policies and General Development Principles</p> <p>Overall Project Plan</p> <p>Funding – plan to apply in April 2016</p>
16 th February 2016	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	8	<p>Update on Housing needs survey – Funding has come through on 15th February</p> <p>Draft outline for Neighbourhood Development Plan</p> <p>Part 1 – Introduction</p> <p>Part 2 – Planning Policy content</p> <p>Part 3 – Proposals raised by local people</p> <p>Part 4 – Our vision and objectives</p> <p>Part 5 – Policies and General development Principles</p>

Date	Activity	Where	Target Audience	Number attended	Activity
					Overall Project Plan Funding
8 th March	West Devon Borough Council has organised an event for all Neighbourhood Development Planning groups		Steering Group Members		
23 rd March 2016	Neighbourhood Development Planning Meeting	Fernworthy, Bridestowe	Steering Group		Discussion on Parts 2, 4 and 5
April 2016	Housing Needs Survey Sent out		Bridestowe and Sourton Residents	Every house in both Parishes	
2 nd April 2016	Open Breakfast Event	Bridestowe Village Hall	Bridestowe Residents	40	
9 th April	Open Breakfast Event	Sourton Village Hall	Sourton Residents	28-30	
12 th April 2016	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	8	Update on Housing Needs Survey Feedback from public meetings on 2 nd and 9 th April Draft content outline for Neighbourhood Development Plan Overall Project Plan Funding – Peter will speak to West Devon about buying in expertise
21 st April 2016	Neighbourhood Development Planning Meeting	Furze Park, Bridestowe	Steering Group		
28 th April 2016					South Hams, West Devon and Plymouth Councils have agreed to work on a Joint Local Plan
28 th April 2016	Neighbourhood Development Planning Meeting	Furze Park Bridestowe	Steering Group		

Date	Activity	Where	Target Audience	Number attended	Activity
6 th May 2016	Peter Fleming met with Alan Storah (employed by West Devon to help with Neighbourhood Development Plans)				Discuss our draft Neighbourhood Development Plan
10 th May 2016	Neighbourhood Development Planning Meeting	Bridestowe Methodist Hall	Bridestowe Residents	6	Update on Housing Needs Assessment – results and outcome Feedback from meeting with Alan Storah Subgroups to go through Part 1/ Part 3 / Part 4 Overall Project Plan
2 nd June 2016	Housing Needs Discussion	Alder	Steering Group and Janet Alexander		Detailed review of housing needs survey
16 th June 2016	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	12	Detailed review of housing needs survey Sub groups to go through Part 1, Part 3, Part 4 Overall Project Plan
July 2016	BaSE (Newsletter)		Bidestowe and Sourton Residents		Summary of Housing needs assessment A total of 12 households in the two parishes were identified (9 in Bridestowe and 3 in Sourton) as being in current housing need, 11 of which will need a 1- or 2- bedroom home and one will need a 3- bedroom home. Of these 9 will need affordable rented accommodation, whilst 3 could afford shared ownership. Because of mobility needs three will require level access.

Date	Activity	Where	Target Audience	Number attended	Activity
12 th July 2016	Neighbourhood Development Planning meeting	Bridestowe Methodist Hall	Bridestowe Residents		
14 th July 2016	WDBC Renewable Energy Options	Neighbourhood Development Planning for local energy	Steering Group	1 of our people attended	Regarding resources to help communities and local authorities integrate local clean energy into Neighbourhood Development Plans
21 st July 2016	Joint local plan WDBC	Okehampton	Steering Group	3 people from our group attended	Neighbourhood Development Planning – Presentation on new Joint Plan
26 th July	Neighbourhood Development Planning organised by West Devon		Steering Group	3 people from our group attended	Joint West Devon/South Hams and Plymouth Plan What new Joint Plan means for NPs
6 th August 2016	Ram Roast				Consultation re draft Neighbourhood Development Plan
31 st August 2016	Neighbourhood Development Planning Meeting	Fernworthy, Bridestowe	Steering Group	5	
13 th September	South Hams and West Devon councils, a workshop for groups undertaking neighbourhood development		Peter Fleming and Ray Rattenbury		
20 th September 2016	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents		Summary of progress Feedback from discussions at Ram Roast Feedback from other meetings Draft plan now on websites Additional sections: Heritage assets Green spaces, cycle routes, sports facilities Overall Project Plan

Date	Activity	Where	Target Audience	Number attended	Activity
25 th October 2016	Neighbourhood Development Planning Meeting	Bridestowe Methodist Hall	Bridestowe Residents	8	<p>Summary of progress since last meeting Draft Plan now available on both websites</p> <p>http://www.bridestowe.org.uk/perch/resources/bridestowe-.pdf www.sourtonpc.co.uk</p> <p>Small group meeting to go through revised draft in detail.</p> <p>November 1st Ray's - Chapters 1-4</p> <p>November 8th Steve's - Chapter 5</p> <p>November 15th John's - Appendices.</p> <p>Overall Project Plan</p>
29 th November 2016	Neighbourhood Development Planning Meeting	Sourton Village Hall	Sourton Residents	7	Summary of Progress Overall Project Plan
12 th December 2016	Steering Group	Chat's House		4	Finalise submission date of the draft to LAs.

Updates have been published regularly in BaSE (local magazine)