

**MINUTES OF THE TEDBURN ST MARY INFRASTRUCTURE COMMITTEE MEETING HELD ON
TUESDAY, 23RD JULY, 2024 AT 7.30 PM.**

Present: Chair Cllr L Taylor, James Gibbs, Renee Smithens, Cllr Jules Dixon. Minutes J. Clark.

1. **Apologies and reasons for absence.** None
2. **To agree response to Local Plan Examination letter from TDC.** JG and RS to meet and draft a Matters Statement. Clerk to attend to type out and agree draft with JG and RS. Related items (see below) were discussed.
 - Attendance at the TDC meetings needs to be confirmed with TDC by 14 August. (the TDC meetings are 18 and 19 September and 5, 6 and 7 November). **CLLRS TO AGREE WHO IS GOING AND CLERK TO CONFIRM WITH TDC.**
 - Matters Statement to be drafted by JG and RS. Clerk to type up and to be sent by 23rd August. JG to confirm if the PC can be represented by an individual and committee to agree who this will. **CLERK AND JG AND RS TO ACTION**
 - Clerk to send Michelle Luscombe and Kati Owen letter previously drafted, to be sent on 21st August 2024. **CLERK TO ACTION**
3. **Who is going to attend the Local Plan Review and which matters will be represented.** See above.
4. **Potential addendum statement to submit to TDC by 14th August.** See above.
5. **Discussion about traffic count, to include dates, costs, funding.** JG reported quotes for rental of traffic count equipment had come in and the cheapest is £325 for seven days, to include statistics and JG to organise a report for PC. This information will support a number of avenues being explored by the parish council and the committee, including the development of a Parish Infrastructure Investment Plan (PIIP) and in the longer term a Neighbourhood Plan. The committee agreed to instruct as soon as possible. Clerk to place on August agenda for PC approval and use previously allocated Parish Plan budget 2024-2025 (£500) to fund the work. JG to request a pro-forma invoice from suppliers (NDC). Clerk to place payment on agenda for approval due to the urgency timing of this action. **CLERK AND JG TO ACTION**

Following a discussion the committee agreed to apply for funding for the Parish Consultation. An initial quote has been received from Devon Communities Together (DCT) and shared with the committee by RS. This consultation would involve both digital and paper copies of a questionnaire to residents of the parish seeking views and then subsequent analysis and data. Consultation is integral to the development of a Neighbourhood Plan and it will also inform the earlier work on the PIIP. Clerk to use the report from RS to contact Cllr Jerry Brook to enquire about funding for work on the Neighbourhood Plan and if he will support an application for part of the funding from the Locality Fund. The PC has applied for and now received an Area of Designation for a Neighbourhood Plan. The Committee agreed that the application for funding would aim to cover half the costs of the consultation and further funding to be investigated. **CLERK SPEAK TO CLLR BROOK AND IF FUNDING IS AVAILABLE CHAIR AND CLERK TO COMPLETE AND SEND APPLICATION. (note to committee, two other quotes will be required before a final decision by the PC can be made unless DCT are only appropriate source of service, clerk to advise as project progresses).**
6. **Application for Area of Designation Number** – received and approved.
7. **PIIP – discuss and agree way forward.** See item above with view to commissioning a consultation.
8. **To discuss consultation/questionnaire and agree way forward.** See above.
9. **To agree priorities for 2024-2025 in order to develop action plan with responsibilities and deadlines.**
 - To develop Local Plan response
 - Commission Traffic Count
 - Apply for questionnaire to support the PIIP and in time the Neighbourhood Plan.
10. **To discuss financial implications of developing above plans with a view to placing budget approval to parish council.** Clerk to take this into consideration when doing the budget round. The budget round also to take into consideration what other costs may be involved and committee agreed to talk to other councils who have already produced a Neighbourhood Plan, a list of which has already been sent by RS. **COMMITTEE MEMBERS TO TALK TO OTHER COUNCILS. CLERK TO INCLUDE IN BUDGET ROUND.**
11. **Appearance at Local Plan Review.** See above.
12. **Any other business.** None

Date of next meeting Thursday 5th September 2024, 7.30 pm at JG.