

SOUTH MILTON PARISH COUNCIL
NEIGHBOURHOOD PLAN
Internal Meeting No 1
9 OCTOBER 2014
RECORD OF DISCUSSION

Present

Time Lewis (TL) – Chairman

Graham Collyer (GC)

Nick Bailey (NB)

Nick Townsend (NT)

1. Administration

Tim Lewis welcomed Nick Bailey to the team.

The following were elected unanimously:

Chairman – Tim Lewis

Secretary – Nick Townsend

It was also agreed that Graham Gilbert would be asked to act as treasurer since financial matters would be dealt with by the Parish Council.

It was agreed that it would be preferable to include two more members in the Planning Team to increase diversity and spread the workload. TL and Marion Brice will approach potential candidates. Once confirmed the Terms of Reference will be updated and endorsement sought at the Parish Council meeting on 27 October 2014.

TL will submit the application for the Neighbourhood Plan area and Terms of Reference to SHDC following the Parish Council meeting.

It was agreed that it would not be appropriate to publish all workings of the Planning Team. The Planning Team will agree all the documents that are to be published on the village website or elsewhere.

NT will set up a “Dropbox” folder that can be shared by all Planning Team members.

NT will prepare a Project Plan using the template provided by SHDC.

2. Preparation of the NP

NB led a discussion on the preparation of the Neighbourhood Plan. The main points were:

- I. Planning will be process driven.
- II. Public consultation and particularly the referendum will be critical to success. A high turnout in the referendum will add credibility and authority to our Neighbourhood Plan (in one parish turnout was >90%).
- III. We should be working on 15 to 20 year timeframe.
- IV. Compliance with many plans, policies, regulation and directives will be required including: SHDC's "Our Plan"; National Planning Policy Framework; and EU Directives
- V. Identification of the housing needs (to be identified from the questionnaire, demographic data and any South Hams housing directives), and assessment of potential development sites to meet these needs will be key tasks.

3. Plan Requirements

The principle matters to be covered in the Neighbourhood Plan were identified and an initial allocation of responsibilities confirmed, as summarised in the table below.

Description	Responsible
Housing: - Demand - Sites - Design Criteria - Restrictions on Occupiers	NB
Conservation Areas	NT
Beach	NT
Farms	
Footpath Network	
Flooding/Flood Control	NT
Green Energy/Renewables	
Transport/Traffic	TL
Employment/Commercial Activity/Work-live	TL
Community Facilities	
Utilities including IT infrastructure	
Education	
Census/Demographic Data	NB
Questionnaire	GC

4. Next meeting

Next meeting will be held at 3:30pm on 21 November 2014 at Collacott.