

SOUTH MILTON PARISH COUNCIL
NEIGHBOURHOOD PLAN
Internal Meeting No 10
20 July 2015
RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Nick Townsend (NT)

Paula Booker (PB) (apologies)

Nick Bailey (NB) (apologies)

1. Notes of Last meeting

The notes of the last meeting were approved

2. Matters Arising

Matters arising were dealt with during the course of the meeting

3. Liaison Officer

Nothing to report

4. Administrative matters

TL had managed to attend the Joint Neighbourhood planning meeting held in Modbury on 11 July. No issues were raised that affected preparation of the SM NP.

Three printing quotations had been received by TL & GC from: Kingsbridge Stationers - £400 (excluding ring binding or stapling); Veaseys of Totnes - £500 (plus £200 for ring binding); SM Newsletter printer - £205 (including stapling). After further discussion it was agreed that stapling would be the best option. As SM Newsletter printer has a good track record on quality and timely delivery, all agreed that their quotation should be accepted.

GC will confirm the quality of the paper with the SM Newsletter printer as it is important that the maps are clear – this may incur additional cost. **GC action**

TL had investigated funding and confirmed that the application had to be in the range of £1000 to £8000 or it would be automatically rejected. GC will ask SM Newsletter printer for a budget price for printing final Plan. **GC action**

An application for funding will be made once budget prices had been estimated for costs of all documents, meetings and distribution. The funding may also have to include estimated costs of employing specialists (eg housing, environmental, transport). **TL action**

5. Cover

PB has made some minor updates but will not complete until the Questionnaire is finalised. **PB action**

6. Introduction

NT had obtained the parish thematic and village development boundary maps from SHDC at a cost of £25+ VAT.

PB had updated the instructions on completing and returning the questionnaire.

Phil Baker's short description of each land classification/designation shown on the maps had been received. These were reviewed in the light of NB's emailed comments and with reference to the NPPF. The definitions were discussed at length and the agreed versions incorporated in the Introduction along with the thematic parish map (saved in dropbox as NDP Introduction 150720 in Questionnaire/Introduction folder). The Introduction required editing and formatting and this would be completed after comments were received from Parish Councillors.

7. Questionnaire

PB had updated the questionnaire to take account of the comments at Meeting No 9, and designed the layout so the questionnaire runs to 16 pages excluding the cover and introduction.

At the meeting, the questionnaire was reviewed page by page on line and amended where needed to take account of developments since Meeting No 9 (saved in dropbox as SMNP questionnaire 150720). Main changes were to include: a question on the Beach café in table in question 1.6; development boundary map at head of Section 2; revised format of question 2.3 to improve readability; a question on live work opportunities in question 2.5.

A file (SMNP complete questionnaire 150720 in Questionnaire/Sections folder) was prepared at the meeting incorporating the Cover, Introduction and revised version of the questionnaire. This will be circulate to Parish Councillors to review. **TL action**

The complete questionnaire including cover and introduction will be finalised following the parish Council meeting on 27 July 2015. **PB action**

8. Schedule

The following schedule was agreed:

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| • PB to complete final questionnaire | 8 July 2015 | Complete |
| • TL/GC to obtain quotes | 17 July 2015 | Complete |
| • Final Parish Council approval | 27 July 2015 | |
| • Printing completed | 30 August 2015 | |
| • Questionnaire distribution with newsletter | 6 September 2015 | |
| • Pop-in Session at Village Hall | 12 September 2015 | |
| • Questionnaires returned | 25 September 2015 | |

9. Next meeting

Next meeting will be held at 10:00am on 30 July 2015 at Collacott Barn.