

SOUTH MILTON PARISH COUNCIL

NEIGHBOURHOOD PLAN

Internal Meeting No 11

5 October 2015

RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Phil Baker - SHDC

Graham Collyer (GC)

Paula Booker (PB)

Nick Bailey (NB)

Nick Townsend (NT)

1. Notes of Last meeting

The notes of the last meeting were approved

2. Matters Arising

All actions from the meeting on 10 July had been completed. For the record, the schedule for the questionnaire distribution and return was completed as follows:

• PB to complete final questionnaire	8 July 2015	Complete on time
• TL/GC to obtain quotes	17 July 2015	Complete on time
• Final Parish Council approval	27 July 2015	Complete on time
• Printing completed	30 August 2015	Complete on time
• Questionnaire distribution with newsletter	6 September 2015	Complete on time
• Pop-in Session at Village Hall	12 September 2015	Complete on time
• Questionnaires returned	25 September 2015	Complete 4 Oct 15

3. Liaison Officer

Phil Baker advised that the SHDC planning office was prepare a housing criteria policy for small communities such as South Milton parish and this could be tweaked to suit South Milton's specific needs – he will keep us informed on progress. **Phil Baker action**

Phil Baker also advised that there were quite a few completed NPs that would provide good templates for South Milton, including St Eval, Roseland Peninsula and Quethiock. He noted that the comments from the Inspector on the draft plans were particularly useful. He further advised that he still found the very first NP covering the Eden Valley particularly useful as the policies were clearly presented. He will provide links to these documents. **Phil Baker action**

4. Administrative matters

An application for a grant to cover some of the expenses in preparing the NP had been approved and the sum of £1235 had been released to the SM Parish Council. This has to be expended by 31 March 2016.

A total of 399 questionnaires had been distributed and 189 were returned by the due date. The high proportion of returns and the fact that many respondents had taken the time to add comments will provide an excellent evidence base on which to formulate the NP.

It was noted that a few parishioners had questioned the numbering of the questionnaires; at least one had decided not to complete the questionnaire, and a few had scored out or removed the number. It was emphasised that the numbering was purely for audit to make sure that only genuine returns were submitted. As an additional precaution, the number on each questionnaire will be removed once the data had been entered into the databases, making the returns untraceable to a specific parishioner. **All to action**

5. Processing completed questionnaires

It was agreed that the data from the questionnaires will be recorded on an Excel spreadsheet and all comments will be recorded in a Word document. Although this process will take longer to complete the data input, it will facilitate analysis of the data.

NT presented an initial draft of an Excel template to be record the data. The format for inputting the data to each question was discussed and agreed. Each member of the NP group marked up a spare copy of the questionnaire to record how the data will be recorded for each question.

NT will extend his initial draft of the Excel template to cover all the questions (including the response to the Vision statement in the Introduction), and send a copy to each NP group member. **NT action** by 14 October 2015.

PB will prepare a template in Word to record all the comments and send a copy to each NP group member. **PB action** by 14 October 2015.

Each NP group member was passed approximately 40 completed questionnaires and each will be responsible for entering the data and comments into the Excel and Word templates and returning populated templates to NT. **Action all** by 31 October 2015.

NT will amalgamate the populated templates into master databases ready for analysis. **NT action**

6. Preparation of the draft NP

The timetable for preparing the draft NP is very tight as it will be necessary to complete the draft by early January if we are to conduct the six week consultation, and produce the draft final NP by end of March 2016 (this date is tied to the funding – see 4 above).

It was agreed to defer discussion on policies to be included in the draft NP until after the questionnaires had been analysed.

7. Next meeting

Next meeting will be held at 10:00am on 9 November 2015 at Collacott Barn.