

SOUTH MILTON PARISH COUNCIL
NEIGHBOURHOOD PLAN
Internal Meeting No 12
16 November 2015
RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Phil Baker - SHDC

Graham Collyer (GC)

Nick Bailey (NB)

Nick Townsend (NT)

Paula Booker (PB) - Apologies

1. Notes of Last meeting

The notes of meeting No 11 were approved

2. Matters Arising

All actions from the meeting on 10 July had been completed, apart from housing criteria policy as noted below.

3. Liaison Officer

Phil Baker advised that the SHDC planning office was still working on 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**

4. Administrative matters

All agreed that Paul Davies, a member of the South Milton PC, would be a valuable addition to the NP working group and should be invited to join us. **TL action**

5. Processing completed questionnaires

Data from all the questionnaires (190 returned, not 189 as recorded in the last notes of meeting) had been entered into the templates and analysed. The process was as follows:

- 1) Excel data templates were prepared by NT for each Section of the Questionnaire and distributed to each member of the NP group
- 2) 190 returns were received and these were distributed approximately equally between each member of the NP group. Each member entered the data from their returns into the templates.

- 3) The populated templates were returned to NT who checked that data had been captured from all the returns and that all the data were within expected norms. NT corrected obvious errors and sought clarification where necessary. It was noted that with such a large number of returns and the clear weight of preferences on each question, if a few data points were incorrectly entered, it would not make a material difference to the conclusions.
- 4) NT analysed the data for each question including summation, calculating percentages, calculating weight of opinion (lesser, neutral, greater) to indicate preferences and ordering high to low, all as appropriate. The calculations were carried out using Excel functions. TL independently carried out similar analyses by hand for his returns for Section 2. The outcome and conclusions of these hand analyses were consistent with the Excel analyses carried out on the full data sets.
- 5) NT prepared summary results for each question in each Section and saved these in Word files with the questionnaire numbers removed. These will be used to develop the NP and are suitable for publication as supporting evidence for the NP policies and proposals.
- 6) NB prepared a Word document of all the written comments and highlighted key matters raised by the respondents. This document will be used to develop the NP.

NT will add %'s to the lesser/neutral/greater analyses. **NT action**

The numbers will be removed from the questionnaires and the distribution list will be destroyed/erased. **All to action**

6. Themes to be covered in the NP

TL advised that the Quethiock NP has a significantly greater population than South Milton but provides the best available template for our NP group to follow.

Phil Baker suggested the following approach to preparing the NP:

- 1) Confirm vision
- 2) Set objectives for each theme
- 3) Develop themes working through evidence to set policies which must be justified and finally tested against objectives

Phil Baker advised that policies would not be needed or appropriate for some themes and in such cases narrative would be appropriate to cover the findings and conclusions.

The themes identified are summarised in the table below:

Theme	Responsibility
Housing	NB
Environment	NT
Coastal management	NT
Economy	PB
Infrastructure	TL
Historical environment	GC
Well being	PB

It was also agreed that GC would be responsible for preparing the Introduction/Background to the NP. **GC action**

It was also agreed that the Village Hall and activities and to a lesser extent the church were seen by most as the key to successfully maintaining the community spirit. Many respondents were looking for more activities to be organised at the Village Hall but there are shortcomings with the current hall and particularly parking. GC and NT are members of the Village Hall Committee and would consult with the committee. **GC/NT action**

7. Housing Policies

Group members praised NB for his excellent first draft of the housing policies. The policies were discussed in detail and NB will review to take account of the following comments, **NB action** unless indicated otherwise:

- 1) Set housing objectives
- 2) Identify rate of change over recent years (Census data may be distorted by conversion of Links Court to flats) to give an indication of number of houses needed in plan period. GC will review historical records (local knowledge/planning applications/etc). **GC action**
- 3) Check if there is census data on young families
- 4) Check demographic profile and can we do anything about it?
- 5) Phil Baker is working on a rural exceptions housing policy and also criteria on housing policy criteria for inside and outside development boundaries; he will provide current drafts. **Phil Baker action**
- 6) Identify possible sites to allocate for future housing. Phil Baker advised that a general rule was 30 units/ha for housing density. As our demand would likely be small, we might consider phasing development

8. Environment Policies

NT went through the background to developing policies on the environment. Many matters are already covered under the NPPF, for example there is presumption in favour of sustainable development except where specific policies indicate where development should be restricted, for example: SSSIs; AONBs; Heritage Coast; designated heritage assets, all of which apply in our parish.

Similarly there are several SHDC plans and policies that cover the parish including: Green Infrastructure Plan; South Devon AONB management plan; AONB planning guidance document; SHDC policy DP2.

NT to look into the need for environment policies or whether narrative would be sufficient to cover the following: the beach, SW Coast Path; SSSI; other nature conservation sites; historic/heritage sites; country and green lanes; footpath network; allocation of green spaces;

9. Next meeting

Next meeting will be held at 10:00am on 7 December 2015 at Collacott.