

SOUTH MILTON PARISH COUNCIL
NEIGHBOURHOOD PLAN
Internal Meeting No 2
21 November 2014
RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Nick Bailey (NB)

Paula Booker (PB)

Nick Townsend (NT)

1. Record of Last Meeting

The record of the last meeting was approved

2. Matters arising

Paula Booker was welcomed to the team. It was agreed that the current membership was sufficient for the time being. If additional support is needed parish members with the requisite skills would be co-opted.

The Neighbourhood Plan area and Terms of Reference had been submitted to SHDC following the Parish Council meeting on 17 October 2014 and approval was expected in mid-January.

A shared Dropbox site has been set up and initial folder structure established (current folder list attached). All members were urged to use Dropbox and add folders and documents.

Post-meeting note – GC will arrange for the village website to be modified to include a section on Neighbourhood Planning.

Other matters arising were covered under the agenda items.

3. Report of meeting with SHBC at Thurlestone on 10 November 2104

SHDC made a presentation to the NP teams from Thurlestone and South Milton on the background and process to the neighbourhood planning process. A copy of the presentation has been uploaded to Dropbox.

4. Plan Requirements

The majority of the meeting was taken up with a discussion of the themes to be covered in the SMNP. The slide on themes in the SHDC presentation was used as a template and the results of the team's discussion are set out in the attached table.

Theme leaders were assigned and each leader will seek assistance on any sub-themes if additional resources or skills are needed.

It was agreed that the paper on each sub-theme will follow the prescribed format set out in the attached example on flood risk.

NB has undertaken a significant amount of research on housing and will upload the relevant documents into Dropbox.

NT had made a start on the Project Plan. It was suggested that the following project plans would be useful in populating the SMPP: Frogmore; Salcombe; Kirdford; Rollston Dove.

5. Questionnaire

GC tabled a first draft of the proposed questionnaire. It was agreed that the questionnaire should be structured so that quantitative responses would be received - say on a scale of one to 10 to cover the spectrum from strongly disagree to strongly agree.

It was also agreed that the focus of the team over the next few weeks should be on preparing the questions based on the themes to be covered in the NP. Questions should be submitted by theme leaders to GC by 4 December 2014.

The objective would be to distribute the questionnaire with the village newsletter in early March 2015.

TL has prepared a budget for the questionnaire (~£700); this will be refined and an application prepared for funding once the SHDC had approved the NP area and the TORs.

6. Next meeting

Next meeting will be held at 3:30pm on 11 December 2014 at Collacott.