

SOUTH MILTON PARISH COUNCIL
NEIGHBOURHOOD PLAN
Internal Meeting No 20
31 May 2016
RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Paul Davies (PD)

Nick Bailey (NB)

Nick Townsend (NT)

Phil Baker – SHDC - Apologies

Paula Booker (PB) – Apologies

1. Notes of Last meeting

The notes of meeting No 19 were approved and had been posted on the website

2. Matters Arising

All actions from the meeting on 9 May had been completed, apart from those repeated in the notes below.

3. Liaison Officer

At meeting on 16 November, Phil Baker had 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**

Alan Storer has been appointed by SHDC as a critical friend to assist in preparing the South Milton NP

4. Administrative matters

TL had applied for funding for the year 2016/17 and a sum of £2499 had been approved to spend in the next six months.

NT had prepared a new schedule to completion of the NP (attached).

The following schedule was agreed with the objective of completing the Draft NP by mid-September for the Regulation 16 Consultation:

Item	Who	When	Status at 31/05/2016
Introduction - Vision, Background History	GC	31 May	Draft complete
Assessment of housing sites	Phil Baker	1 July	Draft complete
Consultation on preferred housing site(s)	Phil Baker	Early-July	
Housing policies	NB	Mid-August	
Environment and Coastal Management	NT	End-June	
Infrastructure	TL	31 May	Draft updated
Well-being and Economy	PB	Mid-June	
Finalise draft plan	PD/GC	Mid-Sept	

5. Introduction

All commended GC on the excellent draft Introduction he had circulated prior to the meeting. GC will revise the draft to take account of the following comments:

- Update the vision to include reference to the coastline
- Include reference to the nature of the parish (AONB, Heritage Coast, SSSI, etc)
- Include a history of the village shop, pub and school
- Include a history of the café at the beach
- Describe the process of preparing the NP including consultations with the parishioners

GC action

6. Housing Policies

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**

NB will prepare draft policies to cover any proposed developments within the parish which do not lie with any development sites that might be identified in the NP. **NB action**

The Parish Clerk had informed applicants that the assessment process is underway including site visits.

The visits to all offered sites had taken place on 16 May under the leadership of Phil Baker. Robin Toogood of AONB had been present (part-time) and NP group members. Phil Baker had subsequently completed the initial assessment and circulated a spreadsheet on 25 May 2016.

The initial assessment was discussed and it was agreed that the applicants who offered sites that will not be considered in the next round of the assessment should be informed by the Parish Clerk (sites 1, 4, 5, 8 and 9). **TL action**

It was also agreed that discussions will be held with the applicants of the remaining sites to facilitate the next stage of assessment. The discussions will be led by TL accompanied by at least one other

member of the NP group. The sites will be assessed sequentially based on the numbering of the site.

TL action

It was agreed that no details of the assessment will be released until the whole assessment process has been completed. **All to note**

Once the discussions with applicants had been held and next stage of assessment completed, Parishioners will be consulted on the preferred sites. This would take the form of an open exhibition with a written rationale/justification based responses from questionnaires and input from experts. It was noted that any matters that were not supported/contrary to the responses from the questionnaire would have to be justified on the basis of community benefit.

After the consultation, the preferred site(s) will be confirmed and reserve site(s) identified

7. Environment & Coastal Management

NT had further updated his paper following the last meeting but still has work to do on summarising the evidence and developing policies. NT will also take into account the following comments in preparing the next draft:

- Include policies on retaining Devon Lanes, traditional materials for new developments/re-developments and domestic solar panels.
- Include a project to erect information boards at Backshay and the Beach to show the footpaths in the parish.

NT action

TL to check with the SHDC adviser whether it is possible to extend the conservation areas in the village. **TL action**

NT to contact Roger English of AONB to obtain a copy of their land management practices. **NT action**

8. Infrastructure

TL has re-drafted the paper on infrastructure and briefed group members on the current draft. TL will also take into account the following comments in preparing the next draft:

- Include discussion on footpaths and cycleways
- Include discussion on passing bays

TL action

9. Wellbeing & Economy

PB had updated her paper to take account of the comments raised at Meeting No 17 but further work is needed. **PB action**

10. Next meeting

Next meeting will be held at 10:00am on 27 June 2016.

**SOUTH MILTON
NEIGHBOURHOOD PLAN
PROJECT PLAN**

Item	Who	When
Consultation Document		
Introduction - Vision, Background History	GC	31 May 2016
Assessment of housing sites	Phil Baker	1 July 2016
Consultation on preferred housing site(s)	Phil Baker	Early-July 2016
Housing policies	NB	Mid-August 2016
Environment and Coastal Management	NT	Mid-June 2016
Infrastructure	TL	31 May 2016
Well-being and Economy	PB	Mid-June 2016
Finalise draft plan	PD/GC	Mid-Sept 2016
Neighbourhood consultation start	TL	16 Sept 2016
Revisions to draft NP		
Neighbourhood consultation finish	TL	28 Oct 2016
Revise draft NP	All	25 Nov 2016
Submission of NP to SHDC	TL	2 Dec 2016
Neighbourhood Plan		
Publication of NP (six weeks)	SHDC	9 Dec 2016
Appointment of examiner	SHDC & TL	20 Jan 2017
Review by Examiner (six weeks)	Examiner	27 Jan 2017
SHDC review of examiner recommendations (six weeks)	SHDC	17 Mar 2017
Examiner report and decision statement	Examiner	5 May 2017
Publication of pre-referendum information	Electoral Services	12 May 2017
Referendum (4 weeks)	Electoral Services	19 May 2017
Publication of referendum decision and making of Neighbourhood Plan	SHDC	26 May 2017