

**SOUTH MILTON PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN**  
**Internal Meeting No 27**  
**10 October 2016**  
**RECORD OF DISCUSSION**

**Present**

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Paula Booker (PB)

Paul Davies (PD)

Nick Bailey (NB)

Nick Townsend (NT)

**ALL TO NOTE – Internal meetings will be held weekly until the draft NP is complete**

**1. Notes of Last meeting**

The notes of meeting No 26 were approved and had been posted on the website

**2. Matters Arising**

All actions from the meeting on 3 October 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**

Phil Baker will assist when possible.

**4. Administrative matters**

Current progress on the schedule for completion of NP is recorded at the end of these notes. Good progress has been made in the last week on the Housing and Wellbeing Sections and Foreword. Preparation of the figures remains on the critical path as the drafter/printer (Nick Walker) is on holiday until 18 October. This will further delay completion of the draft NP until the end of October.

NT requested all members to be rigorous in updating file references to establish version control and make it clear who had made changes – there had been some recent confusion as a result of circulating multiple versions with the same file references. Dropbox should be used to save files. **All to action**

## 5. 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**

Investigations and assessments on the selected amber sites have been completed. Documentation of the assessment, prepared by TL and NT, was discussed and endorsed by NP group members. NT had circulated a copy of the endorsed assessment and TL will submit this for approval by the Parish Council. **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**

## 6. Draft Neighbourhood Plan

Members' comments on sections 6.5 to 6.7 of the environment & coastline section of the draft NP were tabled and discussed, with GC amending the text on his laptop as the discussion progressed. NT will rewrite the sub-section on Historical and Listed Buildings and Conservation Areas to make it consistent with the preceding sub-sections. **NT action**

PD had revised the text up to the general housing policies to reflect members comments discussed at the meeting on 3 October. The revised text was reviewed by members during the meeting together with comments on the general housing policies. PD will revise the text again to take account of these comments. **PD action**

PB had reviewed the Wellbeing and Economy section but requested further clarification of some of NTs comments - they will deal with these after the meeting. **PB/NT action**

TL had revised the foreword to take account of member's comments and he will pass on to Marion Brice for review. **TL action**

GC/TL/NT will walk the footpaths to agree important viewpoints and take photographs on 12 October. **TL/GC/NT action**

GC/PD will prepare a complete draft final NP for discussion at the next meeting. **PD/GC action**

PB has updated the list of figures, tables and photos. Members were asked to add to this list from their section. **PB/GC/NB/PD action**

PB will work with Nick Walker to prepare the map figures. PB will work with members to prepare drafts of all figures. All figures must be completed by the next meeting, 17 October so PB can begin working with the drafter/printer on 18 October. **GC/NB/NT/PD/PB action**

NB pointed out that our NP had to be supported by evidence. Members agreed that we had an extensive evidence base which gave clear direction on all important matters. It was noted that we had included evidence from the responses to the questionnaire in the NP and could provide further documentation if requested when SHDC and examiner review the NP.

## 7. Next meeting

Next meeting will be held at 9:30am on 17 October 2016.

**SOUTH MILTON  
NEIGHBOURHOOD PLAN  
PROJECT PLAN**

<b>Item</b>	<b>Who</b>	<b>When</b>	<b>Status 10/10</b>
<b>Consultation Document</b>			
Introduction - Vision, Background History	GC	31 May 2016	Amalgamated in final draft
Assessment of housing sites	Phil Baker	1 July 2016	Complete
Consultation on preferred housing site(s)	Phil Baker	Early-July 2016	Not required
Housing policies	NB	Mid-August 2016	Amalgamated in final draft
Environment and Coastal Management	NT	Mid-June 2016	Amalgamated in final draft
Infrastructure	TL	31 May 2016	Amalgamated in final draft
Well-being and Economy	PB/NB	Mid-June 2016	Amalgamated in final draft
Finalise draft plan	PD/GC	Mid-Sept 2016	Delayed to end-October
Neighbourhood consultation start	TL	16 Sept 2016	Delayed to early Nov
<b>Revisions to draft NP</b>			
Neighbourhood consultation finish	TL	28 Oct 2016	
Revise draft NP	All	25 Nov 2016	
Submission of NP to SHDC	TL	2 Dec 2016	
<b>Neighbourhood Plan</b>			
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	