

**SOUTH MILTON PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN**  
**Internal Meeting No 30**  
**31 October 2016**  
**RECORD OF DISCUSSION**

**Present**

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Paula Booker (PB)

Nick Townsend (NT)

Paul Davies (PD) - Apologies

Nick Bailey (NB) - Apologies

**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 29 were approved and had been posted on the website

**2. Matters Arising**

All actions from the meeting on 24 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. Little progress was made with finalising the text of the NP in the last week. Preparation of the figures remains on the critical path. It was agreed that PB would ask Lindy for a contact who might assist us with preparation of the map figures as Nick Walker's drafter is struggling. PB will continue to liaise with Nick Walker's drafter to prepare the other figures. **PB action**

Completion of the draft NP has slipped to mid-November.

**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**

The parish council approved the draft NP subject to minor amendments and clarifications, and also approved the assessment of the amber sites at a closed meeting on 24 October.

TL and PD have completed discussions with landowners on preferred sites. An agreement has been reached with the landowner of the preferred site on the housing mix and community benefits.

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**

The 27.10.16 version of the draft final NP was partly reviewed during the course of the meeting, concentrating on the making the policies consistent. GC updated the document during the meeting. GC will produce the 31.10.16 version of the final NP and save in dropbox. **GC action**

To expedite progress the following actions were agreed:

- GC will work on finalising chapters 1 to 5
- NT will work on chapter 6
- PD will work on chapters 7 to 9
- PB will work on the figures

The objective will be to have a complete mock document in the agreed format including all figures ready for review at the next meeting.

## **7. Next meeting**

Next meeting will be held at 9:30am on 7 November 2016.

**SOUTH MILTON  
NEIGHBOURHOOD PLAN  
PROJECT PLAN**

<b>Item</b>	<b>Who</b>	<b>When</b>	<b>Status 24/10</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	