

**SOUTH MILTON PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN**  
**Internal Meeting No 32**  
**14 November 2016**  
**RECORD OF DISCUSSION**

**Present**

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Paula Booker (PB)

Nick Townsend (NT)

Paul Davies (PD)

Nick Bailey (NB)

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

**2. Matters Arising**

All actions from the meeting on 7 November had been completed.

**3. Liaison Officer**

Sarah Packham is now a contact in Planning Dept and TL has been in communication with her about publicising the draft NP.

**4. Administrative matters**

Current progress on the schedule for completion of NP is recorded at the end of these notes.

Completion of the figures has delayed finalising the NP.

The draft NP will be ready for circulation during the week ending 25 November.

TL had confirmed that we will have to consult widely. NB agreed to review list of possible consultees and identify those that might have any interest. Wherever possible, consultees will be sent electronic copies of the draft NP. **NB action**

It was agreed that 30 copies would be printed for distribution to parish councillors, steering group members, district councillors, other appropriate parties and at key locations (eg village hall). The draft NP would also be put on the village website.

It was agreed that a public consultation meeting would be held in the village hall on 5 December 2016. It was agreed that the end of the consultation period would be 9 January 2017

## 5. Housing Policies

TL had confirmed the boundaries of the preferred site with the landowner.

The assessment process for the sites offered by landowners and selection of the preferred site is set out in the draft NP.

## 6. Draft Neighbourhood Plan

During the last week, the following had worked on finalising draft NP:

- GC chapters 1 to 5
- NT chapter 6
- PD chapters 7 to 9
- PB the figures

During the meeting the text was reviewed again and by the end of the meeting the only significant outstanding action was inclusion of the final map figures.

*Post meeting note: The final map figures were distributed on 15 November and incorporated into the text the same day.*

GC and PD will amalgamate the texts and distribute the final draft NP by the weekend. **GC/PD action**

## 7. Next meeting

Next meeting will be held at 9:30am on 21 November 2016 at Collacott Barn.

**SOUTH MILTON  
NEIGHBOURHOOD PLAN  
PROJECT PLAN**

<b>Item</b>	<b>Who</b>	<b>When</b>	<b>Status 14/11</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 mid-Nov
Neighbourhood consultation start	TL	16 Sept 2016	Week ending 25 Nov
<b>Revisions to draft NP</b>			
Neighbourhood consultation finish	TL	28 Oct 2016	Revised to 9 January 2017
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	