

**SOUTH MILTON PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN**  
**Internal Meeting No 4**  
**2 March 2015**  
**RECORD OF DISCUSSION**

**Present**

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Paula Booker (PB)

Nick Townsend (NT)

Apologies: Nick Bailey (NB)

**1. Notes of Last meeting**

The notes of the last meeting were approved

**2. Matters Arising**

Matters arising were dealt with during the course of the meeting

**3. Liaison Officer**

TL advised that Phil Baker of SHDC had been appointed our liaison officer. TL informed Phil Baker of current status; he is happy with our progress to date. TL will send a copy of our draft questionnaire to Phil Baker early in the week beginning 16 March 2015.

**4. Administrative matters**

TL will set up an email address that will be given out to parishioners who want to contact the NP group and will monitor the mail box. Group members will also have access to the mail box but will only respond if requested by TL. Preferred email address is [SMNP2015@gmail.com](mailto:SMNP2015@gmail.com)

TL's number will be given out for those parishioners who wish to make contact by phone.

NT will restructure dropbox to add a folder for the Questionnaire with sub-folders for the cover, introduction and questionnaire sections

**5. Cover**

Members praised PB for excellent draft cover. PB will incorporate minor comments suggested at the meeting and complete a revised draft for discussion at the next meeting. PB will also save the next draft in pdf format so that all can view it.

## 6. Introduction

PB's revised draft of the introduction was discussed and PB will incorporate minor amendments in the next draft.

It was agreed that TL should ask Phil Baker to prepare a thematic map that will be included on the back of the cover and facing the introduction. The thematic map will show important planning information, including:

- a) Parish boundary;
- b) Area of AONB;
- c) Conservation areas;
- d) Coastal Heritage area;

And possibly:

- e) County Wildlife Sites;
- f) SSSI;
- g) Others suggested by Phil Baker.

## 7. Questionnaire

The draft questionnaire was discussed briefly and the following was agreed:

- a) GC will re-order the sections;
- b) NT will list out the sections, check content against "what themes" (from SHDC Planning Presentation) , and find appropriate photos, etc from which line drawings can be prepared for inclusion in each section;
- c) All content will be prepared using "Word" and edited;
- d) Final formatting will be completed by PB once the "Word" document had been agreed by all. PB's proposed format, presented at the meeting, will be adopted.
- e) Each section to start on a new page
- f) Number each section
- g) TL, PB, GC and NT to prepare trial layouts of Section 1

NT to reorganise sections in the questionnaire. GC to amend questionnaire to take account of comments raised in the meeting.

## 8. Next meeting

Next meeting will be held at 10:00am on 23 March 2015 at Collacott.