

SOUTH MILTON PARISH COUNCIL

NEIGHBOURHOOD PLAN

Internal Meeting No 47

24 April 2017

RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Nick Townsend (NT)

Paul Davies (PD) - Apologies

Nick Bailey (NB) - Apologies

Paula Booker (PB) – Apologies

1. Notes of Last meeting

The notes of meeting No 46 were approved and had been posted on the website

2. Matters Arising

Actions arising from the last meeting on 10 April 2017 had all been completed except as repeated below.

3. Liaison Officer

Mandy Goddard is working on how to implement the proposed green buffer between the Dairy Site and South Milton village. **Mandy Goddard action**

4. Administrative matters

The schedule appended to these notes includes the SEA process but the timing has been updated to reflect advice from Nick Chisholm-Batten of AECOM. The requirement to go through the regulation 14 consultation process has been deleted from the schedule following advice from Mandy Goddard/Nick Chisholm-Batten that it can be omitted. The next round of consultation will therefore be under Regulation 16.

5. SEA

A meeting was held with Nick Chisholm-Batten (NCB) on 21 April 2017. The main points covered in the meeting were as follows:

- TL briefed NCB on progress to date and status of draft NP and the Housing Exhibition
- NCB briefed SG members on the SEA process and opined that it should really have been completed when the draft NP was being prepared
- NCB advised that the SEA would take 10 weeks to complete, starting 21 April 2017

- NCB advised that normally the SEA would be completed prior to the Regulation 14 consultation and would provide supporting evidence for the draft NP. In view of where we are now and the work we had done to date, he thought it would be acceptable to proceed direct to the Regulation 16 consultation
- NCB will send SEA scoping report to the SG within two weeks
- The draft NP will have to be amended as necessary to take account of the conclusions of the SEA.

6. Draft Neighbourhood Plan

Three people who had been unable to attend the housing exhibition at the village hall had viewed the documents at TL's house. They had provided written comments making a total of 64 completed comment forms. The tally now stood at 62 in favour of the proposals in the draft NP and two against.

The status of the actions agreed at the meeting on 10 April is as follows:

- NT had prepared a proforma and passed all the written comments to the Parish Clerk who will enter these into the proforma.
- TL has identified and is arranging a meeting with someone who can improve the SGs understanding of the ins and outs of affordable/social housing. **TL action**
- PD had thanked Nick Walker for the excellent service and quality of the exhibition material.
- The exhibition material files had proved to be too big to upload on to the website. An alternative means of uploading the files was being investigated. **PD/GC action**

The status of the actions needed to complete the draft NP were discussed and summarised as follows:

- NB has begun work on the consultation document but will need assistance with this task. NT to set up and populate a dedicated folder in dropbox with relevant documents. **NB/NT action**
- The comment response documents (draft NP and exhibition) should be prepared with target completion date of 7 July 2017. NT will lead this. **NT action**
- The NP update will be done in parallel with preparing the comment response document and taking account of the JLP but can't be completed until the outcome of the SEA is known. **All to action**

7. Next meeting

The next meeting will be held at 10am on 9 May 2017 at the Village Hall. The meeting will be attended by Ian Bramble, Simon Wright and Judy Pearce. The purpose of the meeting is to brief the Councillors on the status of the draft NP/Housing Exhibition and seek their guidance on how we can best ensure that our NP policies are adhered to by planning authorities and councillors - there is a fair bit of cynicism amongst parishioners that these will be ignored, based on previous experience.

The subsequent meeting will be at 10am on 22 May 2017 at Collacott Barn

**SOUTH MILTON
NEIGHBOURHOOD PLAN
PROJECT PLAN
CONSULTATION TO PUBLICATION**

Item	Who	When	Status 24/04/17
Consultation Document			
Draft plan published	PD/GC	23 Nov 2016	Completed
Neighbourhood consultation completed	TL	16 January 2017	Completed
Revisions to draft NP			
Exhibition of housing proposals	All	7/8 April 2017	Completed
Complete SEA/HRA	Consultant	30 June 2017	
Respond to comments on draft NP and exhibition	All	7 July 2017	In progress
Finalise NP	All	28 July 2017	
Submission of NP to SHDC	TL	4 August 2017	
Neighbourhood Plan			
Publication of NP (six weeks)	SHDC	11 August 2017	
Appointment of examiner	SHDC & TL	18 August 2017	
Review by Examiner (six weeks)	Examiner	29 September 2017	
SHDC review of examiner recommendations (six weeks)	SHDC	10 November 2017	
Examiner report and decision statement	Examiner	22 December 2017	
Publication of pre-referendum information	Electoral Services	12 January 2018	
Referendum (4 weeks)	Electoral Services	9 February 2018	
Publication of referendum decision and making of Neighbourhood Plan	SHDC	16 February 2018	