

SOUTH MILTON PARISH COUNCIL
NEIGHBOURHOOD PLAN
Internal Meeting No 6
13 April 2015
RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Graham Collyer (GC)

Paula Booker (PB) - Apologies

Nick Bailey (NB) - Apologies

Nick Townsend (NT)

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

Phil Baker of SHDC has offered some comments on the housing questions and NB has modified the questions. NT to update the questions with NBs edits. Further comments awaited from Phil Baker on other sections of questionnaire.

4. Administrative matters

All actions from last meeting completed.

The following arrangements were agreed for processing the questionnaire:

- One questionnaire will be issued to:
 - Each elector (approx. 317 – TL to obtain updated register).
 - Each property with no elector registered (approx. 80).
- Questionnaires will be numbered and recorded. NP committee will be the only people with access to the list.
- NT to prepare Excel template (Postcode; Property; Registered electors; Questionnaire No.). GC will populate the template

5. Cover

PB has made some minor updates but will not complete until the questionnaire is finalised.

6. Introduction

NT will ask Doug Wharf to help prepare the thematic map which will be included in the Introduction and contain the following information:

- a) Parish boundary;
- b) Area of AONB;
- c) Heritage coast/Undeveloped coast/coastal zone;
- d) SSSI.

The purpose of this map is to provide a planning context for the Parish. TL will ask Phil Baker to provide a short description of each designation.

The second map would be included at the beginning of the Section on Our Homes and would include the following information:

- a) Development boundary;
- b) Conservation areas.

The purpose of this map is to show which parts of the parish lie with the development boundary and the location of the conservation areas, both important to the questions in the Our Homes section.

NT will prepare this map using the information on the SHDC website.

TL will expand the Introduction to include processing of the responses to the questionnaire, preparation of the Plan and further consultation with the parishioners.

7. Questionnaire

PB had re-ordered questionnaire as discussed at the last meeting and drafted the additional questions agreed at the last meeting. The changes were checked by NT.

The layout of the questionnaire to improve readability was agreed and NT will reformat.

8. Next meeting

Next meeting will be held at 10:00am on 27 April 2015 at Collacott.