

SOUTH MILTON PARISH COUNCIL
NEIGHBOURHOOD PLAN
Internal Meeting No 7
27 April 2015
RECORD OF DISCUSSION

Present

Tim Lewis (TL) – Chairman

Phil Baker (representing SHDC)

Graham Collyer (GC)

Paula Booker (PB)

Nick Bailey (NB)

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

NT had updated the Questionnaire with NBs edits on housing questions and uploaded to dropbox. Phil Baker had no comments on non-housing sections of Questionnaire.

NT will invite Phil Baker to join to the SM Neighbourhood Plan dropbox site.

4. Administrative matters

NT had prepared an Excel template for recording distribution of questionnaires and placed in dropbox. A draft with sample data was circulated at the meeting and was endorsed. GC will populate the template with assistance from NT if needed.

Now that registration for the election is closed, TL will apply for the updated register of electors.

Phil Baker will confirm regulations on who is permitted to vote on the final plan.

Phil Baker also advised that the plan should be reviewed from time to time (~ 5yrs) to keep it relevant.

TL will seek quotations for printing the questionnaires and subsequent documents from: Nick Walker; the SHDC design team; Sue Lethbridge (Kingsbridge Stationers); Veaseys of Totnes. TL will then submit application for funding.

TL will circulate the draft Questionnaire to parish councillors this week with comments/returns by 18 May for discussion at the May PC meeting on that date.

5. Cover

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

6. Introduction

Phil Baker suggested that SHDC's design team could prepare the proposed 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.

This suggestion was welcomed as SHDC have ready access to all the information needed and experience in preparing such maps. PB will liaise with the SHDC on the preparation of the proposed map.

Phil Baker will provide a short description of each designation but was concerned about definition, as planning decisions are based on context and not strict definitions.

For this reason, Phil Baker was particularly concerned about showing the development boundary on the second map to be included at the beginning of the Section on Our Homes. It was however agreed that a second map with the development boundary and conservation areas would be included. PB will liaise with the SHDC design team on the preparation of this map.

TL had drafted some text for inclusion in the Introduction to cover processing of the responses to the questionnaire, preparation of the Plan and further consultation with parishioners. PB will had update the Introduction and place in dropbox.

Phil Baker queried the vision statement in the Introduction as this might influence responses to questionnaire. The vision statement is based on contributions at first consultation meeting on 22 September 2014 (*post meeting note – record in public meetings folder in dropbox*). It was agreed that the vision statement would be removed from the Introduction and included in Section 1 of the Questionnaire so parishioners could comment. PB to action these changes.

7. Questionnaire

NT had reformatted the layout of the Questionnaire to improve readability, as agreed at the last meeting.

In addition to adding the vision question to Section 1 of the Questionnaire, PB will add space in question 1.11 for parishioners to add suggestions for village hall activities (eg monthly lunch).

Post meeting note – questions should be checked to make sure all issues raised at meeting on 22 September 2014 are covered.

8. Next meeting

Next meeting will be held at 10:00am on 2 June 2015 at Collacott.