

**SOUTH MILTON PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN**  
**Internal Meeting No 9**  
**6 July 2015**  
**RECORD OF DISCUSSION**

**Present**

Tim Lewis (TL) – Chairman

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**

Phil Baker unable to access the SM Neighbourhood Plan dropbox site from his office for security reasons but can do so from home.

**4. Administrative matters**

GC has updated Excel distribution spreadsheet with latest register of electors obtained by TL. There are 200 homes/second homes and 38 apartments in the parish.

When it comes to distribution of the questionnaire, there will be special cases with people moving in and out of the village, and each will be considered on its merits.

Phil Baker had confirmed by email that only registered electors were permitted to vote on the final plan. At the appropriate time, parishioners will be advised that they will have to be on the current electoral register if they wish to vote on the final plan.

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. GC will also seek a quote from the village newsletter printers. The questionnaire will be ring bound and 400 copies will be required. TL will then submit application for funding. **GC/TL action**

A Joint Neighbourhood planning meeting will be held in Modbury on 11 July but none of the NP Planning group are free to attend.

## 5. Cover

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

## 6. Introduction

NT had emailed the design Team of SHDC about preparation of the thematic map which will be included in the Introduction, and the development boundary map that will be included at the beginning of the housing section of the questionnaire. NT had also asked for a quotation. NT will chase up to make sure team can meet schedule (below). **NT action**

The instructions on completing and returning the questionnaire will be reviewed to include request to drop completed questionnaires in village post box at Village Hall or with NP group member. **PB action**

Phil Baker will provide a short description of each land classification/designation shown on the maps but was concerned about definitions, as planning decisions are based on context and not strict definitions. **Phil Baker action**

## 7. Questionnaire

NT had updated questionnaire to take account of matters and comments raised by Parish Councillors.

It was agreed that the questionnaire could now be finalised leaving gaps for the maps to be produced by SHDC design team. In finalising the questionnaire, PB will:

- Amend to take account of further minor corrections/comments from GC
- Leave one page for the thematic map in the Introduction and half page for the development boundary map in the Housing section;
- Add questions in the final section on gender and age. It was agreed that this would be useful demographic information but responding would be optional.

PB will design the layout so the questionnaire runs to 20 pages. **PB action**

## 8. Schedule

The following schedule was agreed:

- |  |                   |
|--|-------------------|
| • PB to complete final questionnaire         | 8 July 2015       |
| • TL/GC to obtain quotes                     | 17 July 2015      |
| • Final Parish Council approval              | 27 July 2015      |
| • Printing completed                         | 30 August 2015    |
| • Questionnaire distribution with newsletter | 6 September 2015  |
| • Pop-in Session at Village Hall             | 12 September 2015 |
| • Questionnaires returned                    | 25 September 2015 |

## 9. Next meeting

Next meeting will be held at 10:00am on 20 July 2015 at Collacott Barn.