

Stoke Fleming Neighbourhood Plan Steering Group

Draft Minutes

Meeting of the Steering Group held on Wednesday 23rd March 2016 in the Village Hall

Present: Bob Bennis, Barry Clark, Katie Franks (chair), Mary Newman, Struan Cooper (part), Martin Judd

Apologies: Nick Teage

Not present: David Harris, Paul Bond

Minutes of the last meeting (Wednesday 17th February 2016)

The minutes of the previous meeting were agreed, subject to a change to clearly confirm that the Group will be taking notice of the responses from the November 2015 Public Consultation.

Matters Arising

Actions noted in the previous Minutes are either completed or actively progressing.

No information was supplied for the April issue of the parish magazine as there had been no substantive progress since the last meeting.

Report on meeting with SHDC re mapping and other services

SC's comments circulated on 18/3/16 include a report on this meeting attended by BB and SC. The Steering Group decided to engage SHDC to support the production of the draft Plan. BB and SC will take that forward. The exact contents required need to be defined. Some information had been promised by SHDC which has so far not arrived. **Action:** BB: To follow up with Jason at SHDC.

Evidence Base

The Evidence Base group has produced drafts for demographics, conservation buildings, traffic surveys and an indicative layout of the Ravensbourne Lane/Playing Field boundary.

SC has produced and is maintaining a documentary record of the consultation activity and is working on the conservation record.

NT has obtained information from SHDC about Affordable Housing. Further explanations about the contents are presently being sought.

BC confirmed that he had provided and presented a job description for a student (and a 'map' of the present draft policies and evidence) BB reported that the Group wanted to clarify exact data needs before progressing and they had not yet heard from an ex-NP team member who had apparently volunteered their services. **Action:** BB/MJ: The Group will use the guidance provided by Locality, as included in SC's comments circulated on 18/3/16.

Appendices and references

An observation was made that the list of suggested Appendices for the Stoke Fleming plan seem far greater than included in other NP's. **Action:** To include appendices and references in the reviews to be held with SHDC and Peter Sandover.

Draft text

Various aspects were discussed. In summary the key external inputs required, as soon as possible, are from SHDC and Peter Sandover. This will inform the next stages of drafting. **Action:** SC: To continue efforts to secure an early meeting of SG representatives with Graham Swiss. **Action:** BB: To invite Peter Sandover to a dedicated review meeting to be held in April.

It was noted that the result of the planning appeal for West Dart is presently pending. MJ has received a reply from Ross Kennedy of SHDC regarding their position on the relationship of West Dart with Stoke Fleming Parish. **Action:** MJ: To circulate his original letter and the reply.

Action Plan

It was agreed to include a draft Action Plan in the NP in order to help the community to understand the potential next steps in relation to their preferences expressed. The contents and level of detail will be decided at a later stage.

The potential future funding by developers from S.106 or CIL agreements will need to be kept under review.

Stakeholder consultation

A summary of the contact made by Parish Councillors with 8 stakeholders had been circulated by KF on 21/3/16. The outcomes arising were identified in the meeting and discussed. These will inform the drafting of the Draft NP.

Advice will be sought as to what extent the NP can indicate the type and size of development on plots sold for housing.

Illustration and design

SC's comments circulated to the SG on 18/3/16 include paragraphs about illustration and design. These were accepted. It was agreed to appoint an external designer. **Action:** SC: To engage a suitable person on terms to be approved.

BB offered to assist in compiling initial working drafts prior to release to SHDC or the designer.

The Group reviewed some example NP's provided by SC to assist in agreeing a 'house style'. It was decided that Tattenhall was the best overall (eg page 25) and Woodote was good in parts (eg page 8). The style of having text on the left and pictures, maps and diagrams on the right would be ideal. Maps, however, will need to be large enough to be read easily.

In discussion an issue arose as to how the linkage of the policies to the supporting evidence would be presented.

Support from SHDC and DCC

It was agreed to engage directly with DCC Highways. **Action:** G Swiss To establish contact with DCC Highways specifically about the Plan in order to make them aware of the issues arising. The aim is to establish a current position with them and to hopefully receive information and to influence their thinking.

Public consultation

MN had arranged a full summarisation of the outcomes from the November 2015 consultation event, and has reviewed it. **Action:** MN: To circulate the summary to members. To forward the numbered response sheets to SC for the consultation record.

Further public consultation was felt unnecessary unless the forthcoming reviews with independent advisors (SHDC and Peter Sandover) give rise to issues which need to be presented to the community prior to the production and presentation of the Draft NP.

Timetable

This topic was carried forward.

Funding

Some residue from existing grant funds is available but more will be required. **Action:** KF: To present to the April Parish Council meeting the need for financial assistance to take the project to a successful conclusion.

Date of next meeting

It was agreed that two meetings are required in April:-

- Wed 20th April
- Tue 26th April

The meeting on April 26 is to enable a detailed review session of the present Draft NP, with Peter Sandover in attendance throughout, to be kept separate from other ongoing business.

It was agreed to put the start time back to 7pm to enable participants to use a bit more of the longer daylight beforehand.