

STOKE GABRIEL NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Minutes from the meeting held in the Village Hall at 7:00 PM on Wednesday 16 December 2015.

Attendance: Paul Bedford (SGp), Peter Fenwick (Ch), Helen Kummer, Leaf Lovejoy, River Lovejoy, Cathy Mittler (SGp), Tracey Rowe, Alex Stewart-Bams, Robert Stewart-Bams, David Watts(PNF) and Michael Webster (SGp)

Agenda item 1 – Apologies

1. Dylis Ellender, John Robinson (SGp) and Tony Rowe (SGp)

Agenda item 2 minutes of last meeting

2. To confirm the minutes of the meeting held on 18th November 2015
Delete AP 16 in agenda item 6. AOB.
Delete words “LL, as” in shown in 4. Community Engagement in first paragraph after AP11.

Agenda item 3 – Matters arising

3. As shown in list between AP 12 and 13. How to categorise attendees.
Should there be an application form, for example, to identify residents, those who work in this area, representatives of organisations and landowners? Reminder that this process is community led and that meeting is held in public but is not a public meeting

PF to refer to Paignton Neighbourhood Forum (PNF) categorisation of attendees and to consider implications under Data Protection. AP1
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PB to look at framework of membership as set out on PNF. This will show how we can widen membership AP2.

See <http://www.paigntonneighbourhoodplan.org.uk>>downloads>related documents>Forum constitution (Approved 24 May 2012).

4. November’s AP1 – Review draft proposals deferred to next meeting (RH)

RH to review draft proposals prior to next meeting AP3

5. Nov’s AP2 – List of groups etc., circulated prior to meeting
6. Nov’s AP3 – Martin Parkes stated that his cost would be £350 a day.
7. Nov’s AP4 – need to be clear about what to identify if considering sharing or linking co-ordinator.

PF to report back after the next South Hams NP Groups meeting when there will be an opportunity to exchange ideas. AP4

8. Nov's AP5 – other consultants to be considered as facilitators. Issue of costs. Whole day consultation in Totnes was £250. Could write a specification for a facilitator
Suggestion by DW to arrange our own consultation day and will need:
 - a) A person to motivate (find local facilitator)
 - b) Materials
 - c) Write up. A scribe to write things down as and when mentioned.
9. Nov's AP6 – Rotating chairman deferred to next meeting. Appointed Chairman only has casting vote. Suggestion that if a casting vote is required, consider calling a special meeting to gather community's views were there is a genuine conflict.
10. Nov's AP7 – Web design and content, deferred to next meeting

OA to discuss with HR and to revise brief if appropriate AP5.
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11. Nov's AP8 – Content of website has been up dated and an explanatory email circulated.
12. Nov's AP9 – To talk to school about competition. Deferred to next meeting.
13. Nov's AP10 – Logo and competition information. See agenda item 5 below
14. Nov's AP11 – Report of inspector's comments re Aldingbourne NP has been forwarded to OA. Reminded by LL that Drayton was also very relevant and similar to us.
15. Nov's AP12 – ideas for the first public meeting. See agenda item 5 below
16. Nov's AP13 – how to categorise attendees. See above para 3.
17. Nov's AP14 – Clarification of funding and seeking opinions. See agenda item 6 below

Agenda item 4. South Hams (SHDC) Update

18. Lengthy discussion took place with assessment of housing need
The following remarks were made
 - SHDC Planning staff had been greatly reduced in numbers and experience
 - SHDC Our Local Plan unlikely to have a 5 year housing supply and therefore all areas susceptible to housing develop.
 - What is the objectively assessed need by SHDC for the call for sites?
 - If the housing supply is short, establish what this is based on.
 - With no five year supply, there is a presumption in favour of development.
But not for example where there are GHS bats, protected by European Law.

- DW informs us that with an emerging NP you take on LP responsibilities if you are before the LP. NPPF 47 requires you to stand in the shoes of SHDC and do their work for them. We were advised to read para 47 NPPF and the remarks in the case of Tattenhall
- Need to know what to plan for and to keep on top of research. Requirement to research statistics on need so check where SHDC are with the numbers.
- If prior to a LP there is a duty to co-operate with all neighbouring areas. If they don't have data base, you then have to take this work on.
- ONS lists each authority, it is all freely accessible. Data breaks down. Updated every 2 years. Check 2012 projections, to see how sound they are. See if the numbers go together. Much evidence is on what the numbers are based on.
- Does the SHDC have the data? If not, find another way of doing it – quickly.
- Do a what if? What figure are the Local Authority trying to accommodate from the DCLG forecast?
- There is a percentage split on population and then number of household split. There is a Policy on and policy off. We need to know this from SHDC quickly.
- Census shows growth. Compare household occupation rate with population growth and number of new homes. What is the role of 2nd homes in our area?
- Check to see what growth there is in South Hams?
- Planning Practice Guidance is non statutory but guidance. Local Authorities must be positive and helpful when replying to our questions. It will be essential that we understand and explain the figures.

PF to ask SHDC for the latest Housing needs figures and calculation as a priority AP6

Agenda item 5. Community Engagement

19. Lengthy discussion took place on Community Engagement
- DW informs us that we need a vision statement and a SWOT analysis will identify what this could be before we begin to identify sites etc.
 - Reminded of Locality Road Map of 54 pages, especially pages 14 – 17.
 - Reminded that documents on other sites will be helpful to us.
 - Guidance from DCLG to put your vision statement in 10 words.
 - What vision did the Parish Plan have? Get the information provided for the Parish Plan
 - HK had circulated a chart to identify work from the Parish Plan.
 - What are our identities, what do we want to portray?
 - Suggestions needed from the public, eg. tweet ideas.
 - SWOT analysis for identity? Logo and or photos can display our identity.
 - DW stated that we start a SWOT analysis and will then move on to the rest.
 - Suggestions of using events, such as Wassail and Carnival to publicise the NP and a coffee and SWOT to focus on issues.

PF Findings of Housing Needs Survey to be made available. AP7

Agenda item 5 - School –NP Logo event

20. LL thanked for her considerable work on the questionnaire which had been circulated by email, prior to meeting.
Questionnaire discussed and pages 4 and 5 agreed.

PB agreed to talk to Jacqi Stephens, Primary School Head about Logo competition, questionnaire and SWOT analysis. AP8

21. Reminded that we need to accept that some members of the public could be apathetic. Is this because they think no one is listening? Suggestion of keeping the website up to date, noting the number of hits. A website is a good way of encouraging the community to comment and staying interested. A single method of communication will not be enough.
22. All images to be retained by us (and for us to make sure we have the copyright).
23. Prize giving to be at the consultation event

Agenda item 5 - Web Site content

24. Reminded to share workload. Photos needed of our area.

HK to contact Paula to see what photographs are available for website AP9

Agenda item 5 - January Community Event

25. Deferred ideas and suggestions to next meeting. Likely first event to be in February or March. Complete community work and decide action consider how get opinion

All. Ideas and suggestions AP10

Agenda item 6. Funding

26. Debate on funding to be deferred to next meeting

Agenda item 7. AOB

27. Remind that there is a PNF meeting tomorrow to talk about
- a) Masterplan for Paignton.
 - b) Stoke Road consultation with 5 options presented by Torbay Council.
Consultation deadline 8 January

Agenda item 8. Date of next meeting.

28. 20 January 2016 at 7pm in Village Hall.