

STOKE GABRIEL NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Minutes from meeting held at the Village Hall, Stoke Gabriel on

Wednesday 18th November 2015

Attendance: Steering Group members, Peter Fenwick Chair, Olga Ager, Paul Bedford, John Robinson, Richard Tully and Michael Webster

Members of the public, Tracey Rowe, Howard Rawlings (Part meeting only re: Website), Leaf and River Lovejoy (part meeting only).

1. Apologies.

Dilys Ellender, Richard Harris, Helen Kummer Cathy Mittler and Tony Rowe.

2. Minutes of the last meeting 21st October 2015

Confirmed as an accurate reflection of matters discussed.

3. Matters Arising.

AP1. Governance of the Steering Group.

RH to review draft proposals prior to next meeting. AP1.

AP2. Clubs, Groups and Societies.

PF and JR to provide an up to date list of clubs, groups etc. for next meeting AP2

AP3. Job description

The job description had been circulated. A discussion took place.

Should the co-ordinator have any responsibility for updating the website?

Consideration be given in asking for expressions of interest to see the level of response.

Consult with HK and LL to see what names could be provided.

Resolved that expressions of interest may be premature as Job Description may vary.

To further discuss definition of co-ordinator after establishing what level of experts we are likely to involve.

PF to talk to Martin Parkes Exeter CVS re role(s) he might be able to provide and cost. AP3

PF to examine how we may be able to share or link with a co-ordinator from another Neighbourhood Plan area. AP4

The group agreed that PB and PF should meet with Lee Bray (Planning consultant) to explore what services could be offered by him. AP5

Lee Bray is highly experienced, former SHDC planner is acting for Ivybridge Town Council with their Neighbourhood Plan. He has knowledge of planning law and of our area. He may be able to assist in a more defined professional role.

David Watts, Paignton Neighbourhood Forum has also offered to attend a Steering Group meeting and to share experience and expertise.

AP4. See agenda item No. 4 below.

AP5. MW agreed to take minutes of this meeting.

Agreed that consideration be given to rotating chair among members of the Steering Group but not casting vote. (PB Suggestion). AP6.

AP6. Meeting with Exeter CVS

PF and PB met with Martin Parkes, Exeter CVS. There is a limited amount of free advice. A range of different services are offered and grants are available to cover assistance with Neighbourhood Plans.

AP7 & 8. Training for website had been undertaken and training for others is available.

AP9. OA draft specification for protocol of website. See Agenda item No 4.

AP10 Budget information. See agenda item No 5.

AP11. Title now in use.

AP12. PB reports that minutes and agenda were on website well before this meeting.

AP13. Signing in sheet in operation.

4. Community Engagement Website

AP9. OA circulated specification for website and a discussion took place along with the Web host of Parish Council's website, HR.

HR stated the following

- 1) He could run the website within Parish Council website and his services were free.
- 2) He could adapt a style and adopt this.
- 3) The functionalities mentioned in the specification are already available on the existing website.
- 4) There were huge advantages for the website to be kept within Parish Council website compared to a stand alone website.
- 5) The contact form can be replicated so as to seek ideas and suggestions from the public.
- 6) The public would not be required to log in.
- 7) The content to be decided before the home page style and the menus.
- 8) The group could provide own photos and artwork to avoid expenses of a web designer if art work and local photographs were to be used, rather than as part of the design.
- 9) A separate task group be formed to continually update website as this would spread the workload.
- 10) The site could be hidden from the menu while the site was under development.

Recommended that there be an ideas bucket on the website so as to encourage people to engage with the website.

PF stated that he would review the 'Parish Council announcement' box with a view to renaming as 'Announcements' since they include all events taking place, including Parish Meetings etc. there is already a Parish Council tab.

OA to discuss with HR and to revise brief if appropriate. AP7

OA, PF & PB to meet to review web site format prior to meeting with HR. Date and time to be agreed. Suggestion of 25 November at PF. AP8

4. Community Engagement (continued)

Logo

AP4. Logo. OA completed a brief for the logo and this was circulated by email prior to meeting.

There was a discussion on the brief and the following was agreed:

To discuss the brief further re: emphasising community involvement especially as target group will have to live with consequences of further development within Stoke Gabriel.

PB agreed to talk to Jacqi Stephens, Stoke Gabriel Primary School Head, about the suitability of the Logo competition and questionnaire, the reasons for these and the timings. AP9.

LL agreed to draft a questionnaire that is to be sent with the Logo design competition prior to next meeting. AP10.

LL brought to the meeting's attention the remarks of the independent examiner for the Aldingbourne Neighbourhood Plan which failed, as detailed by RH in his email response to the Logo initiative. The Examiner went to great efforts to identify the shortfalls.

LL agreed to send PB the link for the independent inspector's guidelines re: Aldingbourne AP11

It was agreed that there is no restriction on a member of the public forwarding information to this Group. Members of the public will be encouraged to participate and to become involved with the process.

First open event would be planned for January 2016 based on Logo competition. The aim is to encourage children and parents to attend the prize giving event which will have information available, for example whether Stoke Gabriel wants development and if so where, and then to seek comments on design, numbers and facilities as an example.

It would be crucial in engaging with the attendees at the first meeting and consideration could be given to involving those who presented ATMOS project in Totnes.

All: Ideas for a plan that is to be devised in December, ready for next meeting AP12

PB stated that HK and LL attend a number of different Neighbourhood Planning meetings and have therefore gained wider experience of Neighbourhood Plans than the general public. Should their presence be noted by them being recorded as voluntary advisers or observers rather than as members of the public, so as to distinguish them due to the significant information and knowledge that they have?

LL to seek the opinions of David Watts (Paignton Neighbourhood Forum) and report back AP13

LL shared an idea of a watermark of our designated area as it was a similar shape to a short snouted seahorse. This watermark may make communications instantly recognisable and

would assist the public in being constantly reminded that it is the area where they live that is being debated.

5. Funding

AP9 and 10. PF has circulated spreadsheet and simplified table.
Spreadsheet adopted by Group.

Recommendation that any money spent in advance to be claimed by the set deadlines (31 March of each year). Housing needs survey cost £3,100. Locality basic is £8,000 over 3 years and we envisage that professional help will be needed on occasions.

PF to seek opinions and clarification from Lee Bray (former senior planning officer South Hams District Council) of funding and expenses. AP14

6. AOB

PF Reported that the SHDC local plan was still in progress. There was a shortage of sites identified for development however under the Neighbourhood Plan we could be able to make a call for sites

PB stated that there had been an emphasis on brownfield sites and marginal land (land of little agricultural value) regarding planning and development. The Neighbourhood Plan may be able to designate sites and this is likely to direct our Group's focus.

7. Date of next meeting – 16th December 2015. 7pm Village Hall, Stoke Gabriel.