

STOKE GABRIEL NEIGHBOURHOOD DEVELOPMENT PLAN

STEERING GROUP

MINUTES OF THE MEETING at THE VILLAGE HALL, STOKE GABRIEL, 6:30pm WEDNESDAY 21ST OCTOBER 2015

In Attendance

Members of the Public:

Dilys Ellender, Helen Kummer, Leaf Lovejoy and Richard Tully, Chair of SG Parish Council

Members of the Steering Group:

Co-Chairs - Parish Cllrs Peter Fenwick (& Richard Harris – part meeting only), and

Mike Webster, Cathy Mittler, John Robinson, Paul Bedford, Olga Ager.

1 Apologies

Received from Tony Rowe.

2 Minutes of the last meeting 10th September 2015

These were confirmed as being an accurate reflection of matters discussed.

3 Matters Arising

Action point 1, Governance of the Steering Group -

RH presented a draft proposal, PF and HK suggested one adjustment.

It was agreed that RH would redraft the document accordingly for the next meeting. AP1

Action point 2, Sources of financial support for the NP –

A discussion on this was Point 4 of the Agenda and is reported as that Agenda item.

Action point 3, Community Engagement, Social Media -

A discussion on this was Point 5 of the Agenda and is reported as that Agenda item.

Action point 4, Invitation to Parish Plan participants to attend the meeting –

RH and PF had pooled together the various lists and following PF's communication with R Garner, a definitive mailing list had been compiled and the majority had been contacted by email. Some members of the previous Parish Plan Group had confirmed that they did not wish to be involved due to other commitments. Additionally 2 households had left the village. Remaining parties who we assume remain interested will be copied on minutes. PF noted that interest may increase as the work of the SG DDP SG proceeded and output was made available.

OA had circulated a copy of the Parish Welcome booklet and noted that information it contained required updating (MW offered to follow up with the compiler).

Clubs, Groups and Societies

JR, PF and RH to update and correct the spreadsheet. AP2.

Action point 5, SHDC planning link -

A discussion on this was Point 7 of the Agenda and is reported as that Agenda item.

Action Point 6, Website specification –

A discussion on this was Point 5 of the Agenda and is reported as that Agenda item.

AP7, Job Description for Coordinator –

HK had circulated a Job Description; Steering Group to review whether this is something to consider subject to the availability of funding.

All to review and provide their responses for/at the next meeting. AP3.

AP8, NP logo –

PB reported that he had raised the idea of a competition at the School's Committee and that the Head, Jacqi Stephens, confirmed the School would like to help.- the purpose is to encourage parent participation in the Neighbourhood Plan Process.

A brief for the logo was required and in order to gather content for the brief the views of the Stoke Gabriel community would be sought to glean 'buzzwords' reflecting the character of and aspirations for the community.

It was agreed that for the next meeting OA would research brief/s for logos. AP4.

AP9, Minute Taker –

The task to rotate meeting-by meeting between the SG group members.

All. AP5.

4. Sources of funding support for SG NDP SG

Copy of PF's presentation based around information published by 'Locality' is attached with mailing of these minutes.

It seems likely that both technical support and funding may be available from 'Locality' and that SG NDP SG may qualify for such as a 'complex group'. Basic funding is a max of £8000 over a max of 3 years.

It was agreed that PF would meet with a representative from Exeter CVS (Community Voluntary Service), most likely Simon Bowkett, and seek their guidance on the above (and any other sources of help available). AP6.

5. Website

Discussion regarding setting up of a website for SG NDP SG continued from the last meeting.

For a trial period ending 31st December SG NDP SG will use the existing Parish Council website during which time Howard Rawlings will be requested to develop the site on the basis of the Newton & Noss structure.

Before the next meeting PF and CM will undergo training enabling them to upload information relating to SG NDP SG on the Parish Council website.

AP7.

Post meeting – a training event will take place on Thursday November 5th, 7 pm, at Emma's (participants to bring a laptop and confirm in advance if they will be attending); at time of writing MW & OA confirmed they would attend, PF is unable to be there.

AP8.

It was agreed that before the next meeting OA would work up and circulate a draft specification for the protocol of the website. Basically this will be the Newton & Noss structure with defined management protocols. AP9

6. Project Plan

RH's draft circulated before the meeting was discussed. A timetable is proposed for completion of the process (plan ready to send to the Inspectorate) by end December 2016.

It was agreed that before the next meeting PF, RH and OA would add budget information relating to the initial tasks (those to be completed by end of financial year 2014/2015). AP10.

7. Joint Neighbourhood Plan meeting, Totnes, 3rd October 2015

RH, PF, PB and HK attended the meeting; Ross Kennerley gave a progress report on SHDC 's work towards production of the local plan ("Our Plan"); RH noted that SHDC state they intend to 'template' information and content already produced by other Authorities in the production of Our Plan document. RH

also noted that most of the other local NDP Groups attending were further on in the process than SG's NDP SG.

8 AOB

Henceforward communications relating to/authored by the Group will be headed/ titled "Stoke Gabriel Neighbourhood Development Plan Steering Group" (to be consistent with a Community led process).

AP11 All.

Information – all relevant matters including Agendas would be available on the Parish Council website well in advance of meetings (the Agenda for this meeting, 22-10-15, had not been) and in easily downloadable format (.pdf).

AP12 PF/CM/PC website managers.

Attendance at meetings will be recorded by All by use of a sign-in sheet; and

Record of all (relevant) contributions received from the public are to be logged to form part of the evidence of community engagement for the required 'compliance statement' ('duty to cooperate' section).

AP13 All.

Parish Plan Group - HK will advise which work from the original Parish plan could be relevant to the Neighbourhood Plan exercise..

9 Next meetings, 7pm start

Wednesday 18th November, Village Hall -

Apologies received in advance from RH & CM.

Wednesday, 16th December.