

STOKE GABRIEL NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP
MEETING – DRAFT MINUTES
WEDNESDAY 17TH FEBRUARY 2016 AT 19.00H AT STOKE GABRIEL VILLAGE HALL

In Attendance:

Peter Fenwick (Cllr) Richard Harris (Cllr) Cathy Mittler (SGp), Michael Webster (SGp_) Tony Rowe (SGp), Olga Ager (SGp)_ Nick Chisholm-Batten (SGp) David Watts (PNF) Dilys Ellender (SGp)

Agenda item 1 - Apologies:

Paul Bedford; Alex and Robert Stuart –Bam

Agenda item 2 – Minutes of last meeting on 20th January 2016

The minutes of the last meeting 20th January 2016 were confirmed

Agenda item 3 – Matters arising from the previous meeting

It was agreed to follow wording of Paignton Neighbourhood Form and state on website clearly that “no information about anyone will be published anywhere” who registers to become a member. By putting your email you automatically register to become a member. Paignton have added in Business owners of area and landowners also welcome to attend/join the forum. **Action: PF to update our website accordingly in line with this.**

PF reported that Ugborough not now hosting. PF aiming to get next South Hams NP meeting to be held in Ivybridge as a central point. No date has yet been set. The CPRE meeting at Hannahs was mentioned being organized for March (date to be circulated)

Website training; **Action: PF and CM to organize dates with Howard Rawlings**

PF has received no information about methodology used by South Hams to calculate Housing Needs of each parish. PF will invite Graham Swiss to 16th March meeting to discuss both sites that are being assessed and also methodology for allocations. D suggested asking 2 questions regarding allocation methodology:

- What is it based on?
- What is the reason for the distribution?

Action: PF to confirm invitation to Graham Swiss and what we wish to discuss

PF advised we may need graphic design help putting photos onto the website. All asked to forward any Stoke Gabriel photos to Howard.

Action Points from previous minutes:

AP1 The article CM drafted has been refined and submitted for March publication in the Parish News

AP2 **Action: Olga planning to invite people onto COMMS group once project plan/tasks are firmed up.**

AP3 **Action: RH has prepared a draft which he will send to Steering group for comment prior to sending out to clubs/societies. The draft will be circulated with the minutes for comment.**

AP4 This was discussed as part of agenda

AP5 - Tony has compiled a list of local businesses

AP6 The Design guide was sent out with the minutes of January meeting

Agenda item 4 – Project plan update

RH issued the project plan. Due to the small print a PDF will be sent out with the minutes. D recommended with the project plan to think about where we are in relation to the Local Plan; and that there is no requirement to have housing allocations in it. It is possible to put in standards required for development without numbers.

There was discussion regarding Working out Need – and how to do this. Also to consider “Policy on” and Policy off” strategies of councils. The first is where the plan deliberately plans to do something over and above natural, organic growth; the second is where organic population growth is assumed.

The Housing Needs Survey completed in the Parish last year was looking at needs for the next 5 years – not 20 years. The current survey highlighted that 18 affordable homes were required for local people but new affordable homes build are not ring-fenced for local people. There was discussion about a Local Need Policy as something that could go into a Neighborhood Development Plan to help enable affordable housing built to be allocated to local people.

Action: RH asked the group to look at the Project Plan PDF when sent out and get back to him with

Agenda item 5 – SHDC Call for Sites and associated activity

PF and RH updated the group about the planning application that has been for 9 houses at the garden centre site on Paignton Road on the edge of the village. It was questioned whether this site fell inside or outside the AONB.

Action: NC to establish where the boundary is of AONB

Action: PF to get 00 size map made up of Parish and ask South Hams to mark up zones on map

Agenda item 6 – Update on School Project

Paul had distributed an update on this prior to the meeting. A core group was trialing the questionnaire and SWAT this week and if this is positive – it will be rolled out next half term. Results and feedback should be available from this project to feed into May Parish News.

Agenda item 7 – Report on Energy in Neighbourhood Planning Event

PB report and Leaflets links have been circulated. RH reported that Frome Neighbourhood Plan is a recommended read and the format is interesting. There was discussion about whether we have evidence on what the low energy potential is of the village? And whether this should be asked and discussed at SWAT events. **Action: Defer the issue for further discussion at the next meeting when PB is in attendance**

Agenda item 8 – Website update/receptor and action of inputs from 'ideas bucket'

PF stated he needs to get directory of sites Helen put forward (reference sites) loaded onto the website. Howard had said there was no problem with the structure of putting the ideas bucket on the site. Once up and running – MW will receive and acknowledge all ideas that are received. The ideas bucket will look like Noss site.

Action: PF and CM to arrange their training with Howard

Agenda item 9 – Community Engagement

The School questionnaire and swot trials were starting this week. If successful these will run until end March – end of Term so feedback should be available Mid April for Parish Plan article on May 1st.

There was discussion about distributing a questionnaire to the Parish. Steering group members were asked to forward any good examples of Neighbourhood Plan questionnaires they had seen on websites visited to Nick by 24th February. NC agreed to draft a parish questionnaire for approval at March meeting for distribution. It is planned to use a professional printing/delivery service for this. It is intended to distribute and analyse responses from the questionnaire prior to a June public event. So that the information from the responses can be shared and further built on at this event.

Action: Steering group to email example questionnaires to NC by 24th February
Action: NC to draft Parish Questionnaire for next meeting

Agenda item 10 – Sub Groups

It was agreed that the priority sub group would be the Comms group to set up to handle the June Event; PF agreed to speak to about joining. It was agreed that there should be an open invitation to join/head up groups.

The policy sub group – was for later. Paignton worked on a task and finish basis; 5 or 6 people work together on specific tasks and disband once the task is achieved.

NC agreed to take on the Environmental Assessment for the NDLP. He has experience in this area. This was gladly welcomed.

Any other business

It was agreed that there should be a regular monthly article in the Parish News and PF will prepare the article for publication on 1st April which will cover the activity in the school with the project and also the imminent distribution of a questionnaire to the whole Parish in 1st or 2nd week April

Action PF to draft next Parish Plan article

Date of next meeting

Wednesday 16th March in the Village Hall at 7pm.

Action Points

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| Action1 | PF to update our website re registration/eligibility. |
| Action 2 | PF and CM to organize dates with Howard Rawlings for website training |
| Action 3 | PF to confirm invitation to Graham Swiss and what we wish to discuss at March meeting with him |
| Action 4 | OA and PF to invite people onto COMMS group once project plan/tasks are firmed up |
| Action 5 | RH to send draft letter to clubs and societies to be circulated with the minutes for comments back to Richard |
| Action 6 | RH asked the group to look at the Project Plan PDF when sent out and get back to him with feedback/comments before next meeting |
| Action 7 | NC to establish where the boundary is of AONB |
| Action 8 | PF to get 00 size map made up of Parish and ask South Hams to mark up zones on map |
| Action 9 | Minute Energy in neighbourhood planning for further discussion at the next meeting when PB is in attendance |
| Action 10 | Steering group to email example questionnaires to NC by 24th February |
| Action 12 | NC to draft Parish Questionnaire for next meeting |
| Action 13 | PF to draft next Parish Plan article for publishing 1.4.16 |

