

Stoke Gabriel Neighbourhood Development Plan Steering Group

Meeting Minutes

20 January 2016 at 19:00, the Stoke Gabriel Village Hall

Attendance:

Paul Bedford (SGp), Peter Fenwick (Cllr), Richard Harris (Cllr), Cathy Miller (SGp), Michael Webster (SGp), Tony Rowe (SGp), Olga Ager (SGp), Nick Chisholm-Batten (SGp)

Agenda item 1 - Apologies

1. Alex and Robert Stuart-Bam (SGp), Richard Tully (SGp), Tracy Rowe (SGp), John Robinson (SGp)

Agenda item 2 - Minutes of the previous meeting on December, 16, 2015

2. To confirm the minutes of the meeting held on the 16th of December 2015

Agenda item 3 - Matters arising from the previous meeting

3. December's AP1 - Categorisation of meeting attendees: PF and PB to look at framework of membership set out on Paignton Neighbourhood Forum (PNF) and consider implications under Data Protection.
4. December's AP4 - PF to report on South Hams NP groups meeting.
5. December's AP5 - PF to arrange next website content management training session with Howard Rawlings
6. December's Agenda item 4 - South Hams update on housing need assessment.
Additional sites were put forward for assessment by South Hams. Please see Appendix 1. South Hams are yet to reply on the methodology to be used to calculate housing needs of each Parish. PF is to pursue South Hams for information on such methodology.
7. December's Agenda item 5 - Community Engagement Event - due to timings the community engagement exercise with Stoke Gabriel Primary School is not going to happen this School term (term ends 24 March 2016).
8. December's Agenda item 5 - Web site content - Helen Kummer is waiting reply regarding photos of Stoke Gabriel area.

Agenda item 4 - Project Plan update

9. To be combined with Agenda item 5.

Agenda item 5 - Open Discussion on how to move forward

PB - the review of our current progress is welcome. Everyone present is to have 5 minutes to give their ideas of how to move forward.

10. PF - a complete presentation is to be sent as a separate attachment to the minutes.

11. OA - As expressed in the email circulated prior to the meeting, it is important that:

- Steering group meetings agenda should be driven by the Project plan
- Chairman's role should have more focus on tracking our progress against the Project plan
- Draft minutes should be available within reasonable time after the meeting
- Steering Group setup - we need more community representatives in the Steering group and 'Forum' (active community members)
- Steering Group need to create mechanisms to help manage Project task more effectively. one of the ways to achieve this is to create sub-groups/sub-committees that will help to keep the focus on specific Project tasks, will run through entire length of the project, help share the workload and leverage the existing expertise of the community representatives. At least three such sub-groups or sub-committees should be created:
 - A. Communications group will prepare all the comms related to neighbourhood Development plan; maintain contacts databases on societies, volunteers etc.; run Contact us section of the website.
 - B. Research group will help design evidence gathering exercises; analyse data collected; gather additional evidence required to back policies.
 - C. Policy group will focus on how the outcomes of the community engagement, data collection and research should be formulated into

policies; will qualify what constitutes a policy under Neighbourhood Development Plan and provide other policy guidance.

12. CM - In the absence of the local plan by South Hams District, Stoke Gabriel NP cannot move forward on estimation of housing needs. Stoke Gabriel NP cannot propose less houses than the local plan will eventually outline. I think we should focus on gathering evidence within our Parish on what community expectations of housing development are to present a common voice and get our voice across to South Hams in order to influence their estimations of our housing needs.
13. MW - it is important that we do have a community event we are prepared for many questions from the public reading Neighbourhood Development.
14. RH - one of the ways to influence South Hams plan is to put across our Parishioners' expectations regarding any residential development by revisiting Design Guide which is a part of the Stoke Gabriel Parish Plan, please see Appendix 2.
15. TR - we should not forget that local development is not only about housing, we need to think about workshops and other work places which provide employment in the community.
16. RH - we need involve more people into the NP process. We should use contacts of Clubs and Societies to add them to communications around Neighbourhood planning. We should also post regular updates in the Parish News magazine.
17. NC-B -
 - Neighbourhood planning should be more proactive and think of shaping all local development not just housing.
 - It is important to share the work load, so the project does not rest on one person.
 - 1st consultation event will allow to shape Vision and Objectives of the Neighbourhood Development Plan.
 - It is important to show that policy outcomes are backed by evidence

- In the light of the cuts to local planning teams it is important to be more proactive when it comes to site allocations and not rely on South Hams to provide site allocation.

Summary of the open discussion:

- Neighbourhood development planning should be broader than housing but focus on local employment, self built, energy etc.
- Steering group should actively target people to increase the number of community members in the Neighbourhood development process
- Regarding the creation of three sub-committees on Communication, Research and Policy: Steering group would like to approach Leaf Lovejoy to lead the Research team and Helen Kummer to lead the Policy group. The Steering group hopes that both Leaf and Helen will be able to channel their planning expertise through these two teams and thus support the neighbourhood planning process.
- Steering group is to set up Communications group, which will devise a coherent communications approach and will look after all publications and comms with the community
- Aish and Waddeton need to be more actively included into the process
- Steering group is to actively communicate with Clubs and Societies
- Project plan is to be revised to include more specific action points, better timelines and distribute the task between sub-groups and the Steering Group
- Design Guide (see Appendix 2) need to be include into public consultation so it can be revised and improved with the community input
- As suggested in the email by Leaf Lovejoy (LL) - a better approach to community consultations will be to follow Paignton's approach of holding multiple mini-events to gather local evidence via SWOT analysis.

Agenda items 6 & 7 were covered by the open discussion above

Action points arising

AP1 - CM to prepare an article on Stoke Gabriel Neighbourhood planning for the March edition of Parish News magazine.

AP2 - OA is to contact people to be on the Communications group

AP3 - RH is to prepare a cover letter on Neighbourhood planning and ways to get involved for contacting local Clubs and Societies

AP4 - PB is to revisit SWOT analysis idea for Stoke Gabriel Primary School

AP5 - TR is to compile a list of local businesses

AP6 - RH is to send out Design Guide (already completed see Appendix 2)

Agenda item 8 - Next meeting

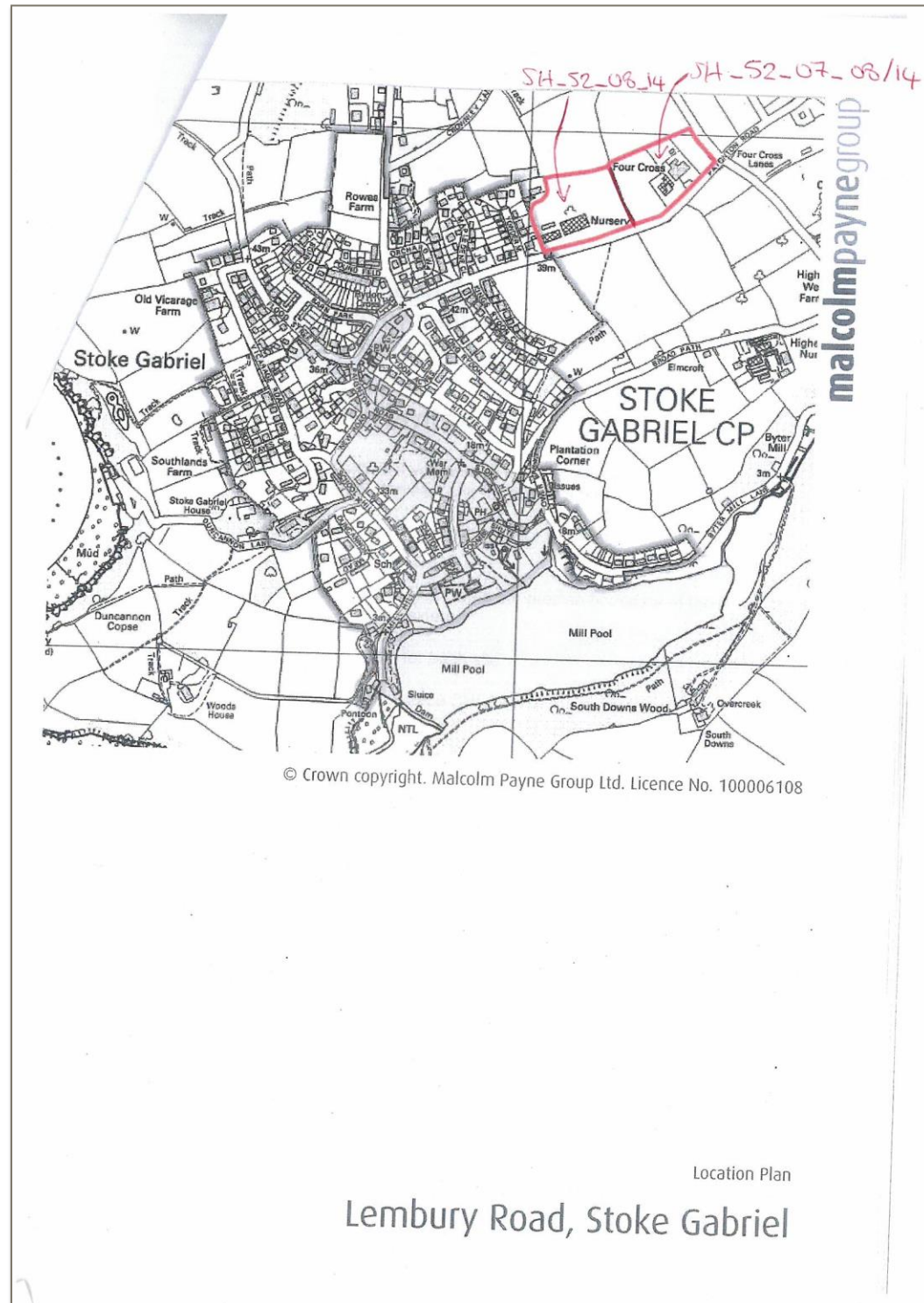
Next meeting is to be held on 17th of February at 19:00 at Stoke Gabriel Village Hall

***Please see full Terms of Reference of Stoke Gabriel Neighbourhood Development Plan Steering Group in Appendix 3 below.**

APPENDIX 1: DECEMBER'S AGENDA ITEM 4 - NEW SITES PUT FOR ASSESSMENT BY SOUTH HAMS

SH_52_07_08/14 (New site submitted autumn 2014) Four Cross Units, Lembury Road & Paignton Road, Stoke Gabriel

SH_52_08_14 (New site submitted autumn 2014) South Hams Garden Centre and Land at Yellands Farm, Paignton Road, Stoke Gabriel



STOKE GABRIEL PARISH PLAN

DISCUSSION DOCUMENT

DESIGN GUIDE FOR RESIDENTIAL DEVELOPMENT IN THE VILLAGE

16th EDITION JANUARY 2014

ANY COMMENTS OR SUGGESTIONS FOR INCLUSION INTO THE DOCUMENT TO BE SENT TO:

richardharris@btconnect.com

FORWARD

This document provides guidelines for future development within and around the village of Stoke Gabriel.

It sets out the principles which are to be followed and details the information that is to be provided to support any future development.

Where specific national policies and/or standards are mentioned then it is expected that if these are in the process of being revised then the standard proposed as at the commencement of the development will be adopted.

GENERAL OBJECTIVES FOR RESIDENTIAL DEVELOPMENT WITHIN STOKE GABRIEL

To create a high quality exemplar residential development

To deliver high quality affordable homes prioritising local residents

To create opportunities for self-build housing within the village

To create a sustainable development for the future

To provide additional community space and public access in perpetuity

To meet Lifetime Homes and Building for Life standards

All development must reflect or complement the local distinctiveness of Stoke Gabriel

DESIGN PRINCIPLES

High quality housing design including affordable homes.

- ☐ All houses must be built to Part L 2012, or those current at the time of construction
- ☐ 60% of the development must provide for affordable homes as per SHDC policy requirements. All houses to meet the requirements of the Code for Sustainable Homes currently Level 4 which in 2016 will be Code 6. Passivhaus standard for terraced housing.
- ☐ Any design must fully integrate the affordable homes into the overall site. There should be no obvious distinguishing features between these homes and those on the rest of the site. Pepper potted/tenure neutral is required.
- ☐ Serviced self-build plots for low cost homes to be considered.
- ☐ All materials used must be applied throughout any development
- ☐ Development must make a positive impact on the village and not detract from the special character of Stoke Gabriel
- ☐ The village is within the South Devon Area of Outstanding Natural Beauty

Sustainable living

- ☐ Reduce the carbon footprint
- ☐ Energy efficient homes
- ☐ Water efficiency with a sustainable drainage system meeting Environment Agency recommendations
- ☐ Maximise use of passive solar gain
- ☐ Orientation of roofs to allow solar thermal and/or solar photo-voltaic technologies
- ☐ Flood and surface water attenuation within the development including ponds/swales, rain water harvesting and rain gardens
- ☐ Retain existing hedge rows
- ☐ Provide green links to surrounding landscape
- ☐ Incorporate green and blue infrastructure
- ☐ Suppliers with CO2 offsetting policies must be preferred in any development
- ☐ Development must reflect the need to plan for climate change, especially for surface water drainage.
- ☐ Food growing areas to be provided for residents within the curtilage of each dwelling, or on a communal basis.
- ☐ Water butts must be provided for all properties as part of a water conservation policy

Building and landscape design that reflects the local distinctiveness of Stoke Gabriel

- ☐ Create a high quality living environment that is usable, attractive, safe and secure
- ☐ Design must be developed around the existing landscaped features
- ☐ Design must sympathetically “fit-in” with the surroundings positively contributing to the special character of the village
- ☐ On plot parking should be standard to avoid on street parking with at least two spaces per dwelling. If parking courts are incorporated these must be where in full view, and appropriately landscaped
- ☐ Development on higher ground must be carefully sited so that dwelling heights do not dominate the ridge line
- ☐ Careful consideration of layout and scale of buildings to avoid overbearing impact on existing adjacent properties.
- ☐ Designs incorporating steep pitch roofs to be avoided to reduce height
- ☐ Development must produce a mix of house types with the affordable homes linked to the needs of local applicants
- ☐ Serviced self-build plots to enable low cost housing for local residents in housing need
- ☐ All dwellings to have gardens, or access to garden/growing area
- ☐ The design of new development should ensure the successful integration of waste and recycling collection without compromising the quality of the public realm.
- ☐ No street lighting and all outside lighting in the development to be the subject of a lighting strategy

Design that reflects the neighbourliness of existing residential properties

- ☐ The existing village built environment is a mixture of traditional buildings with 20th and 21st century modern design
- ☐ The proximity of adjoining existing properties must be reflected in the design and layout
- ☐ Development must be no more than 1.5 storeys at the peak of any rising land
- ☐ Reverse level design must be considered where the topography of the site rises from the level
- ☐ Elevational treatment must not be confined to one finish.
- ☐ Render – no angle beads, quality brickwork, timber cladding, vertical slate or stone tile hanging are all suitable if applied in a balanced mix
- ☐ Plastic, preformed architectural features must not be used
- ☐ A variety of plot sizes and arrangement (terraced, semi-detached and detached) will require specific attention to particular plots where changes in ground level, visual impact on existing views and properties is more prominent
- ☐ Crisp detailing not fussy design is key
- ☐ Fenestration should be intentionally simple with a mix of window arrangements, mostly vertically orientated, avoiding repetitive symmetry and order which would be alien to village character
- ☐ Roofs – natural slates with clay ridges of blue/black colour
- ☐ Rainwater goods – half round galvanised steel or coloured to suit house types
- ☐ All utility meter locations are to be designed as part of any house and not placed in plastic boxes externally in or around the property
- ☐ Extract vents to be routed to rear elevations or where least visible.

- ☐ Soil and vent pipes to be terminated through vent slates to eliminate any roof projections.

Safe accessibility for vehicles, pedestrians, and cyclists.

- ☐ Road design should provide for passing of parked cars by commercial vehicles manoeuvring within the site and allowing access for emergency vehicles.
- ☐ Stoke Gabriel is a rural village and private car ownership is therefore a fact-of-life. All properties should provide for the parking of a minimum of two vehicles.
- ☐ Provision within the carriageway must be made for visitor parking and tradesman / deliveries to residents within a development without affecting emergency vehicle access
- ☐ Use of different paving materials to delineated safe routes or access points for pedestrians
- ☐ Shared space with pedestrian priority supported by clear signage and information to residents
- ☐ Cycle storage must be provided within the curtilage of each dwelling, or within communal facilities.
- ☐ Links to be made to the existing footpaths. Road crossings to be introduced where footpaths end.
- ☐ All properties must be DDA compliant providing level access at both the front and rear of each property

High quality landscape with increased bio-diversity

- ☐ Arboricultural Assessment will be required
- ☐ Open spaces to be integrated into the layout to ensure they are safe and accessible
- ☐ Open spaces to be protected by timber knee rails to prevent verges being used for car parking
- ☐ Native and pollinator friendly plant species, incorporating fruiting and berried trees and shrubs, should be used to enhance and reinforce the existing hedgerows and new planting within the development
- ☐ Traditional “Devon Bank” with a hedge planted in a double row of staggered mix on top should be used where new boundaries are proposed. The native mixture of planting should include hazel, dogwood, holly, honeysuckle, rose, bird cherry. All planting to have rabbit protection and properly staked to provide support.
- ☐ New semi-mature trees should be used to accelerate the benefits of the landscape design. Trees should not be limited to single stemmed i.e. lollipop trees but include multi stemmed specimens. Tree pits to be used to promote growth with guards and stakes to minimise possible abuse.
- ☐ Services must be located to allow the positioning of street trees and native planting at the front of properties
- ☐ Boundaries can be delineated by dry stone walls which offer habits for plants, insects and small mammals. All stone structures to be approved by the village Stone Warden.
- ☐ Manhole covers must be situated within the hard landscaped areas and not located to cut across different surface types and edgings
- ☐ Conservation curbs should be used
- ☐ Samples of any stone walling must be undertaken and approved by our Stone Warden prior to this feature being worked on in any development

- ☐ Tactile paving to be used on all crossing points.
- ☐ Where access points are created through existing hedge rows, care must be taken to minimise the extent of hedge row lost so the minimum amount of natural habitat is removed. Pruning of retained hedgerows and trees to only occur between October and the end of April to avoid the bird nesting season.
- ☐ Existing landscape features – trees, hedgerows – must be protected from damage during the construction of any development
- ☐ All boundary hedgerows are to have a maintenance corridor left adjacent to them sufficient in size and free from obstructions to allow the hedges to be trimmed each year by a hedge cutter mounted on a tractor.
- ☐ Long term ownership, maintenance and management of landscaped areas needs to be agreed
- ☐ Community Notice Board is to be erected at the entrance to the development for the use of residents and local organisations

Environmental surveys

Surveys must be carried out for:

- ☐ Barn owls to see if the site is a natural feeding habitat
- ☐ Bats – establish whether hedge lines are foraging routes
- ☐ All bird species with specific reference to some, such as the curlew
- ☐ Invertebrates
- ☐ Hazel Dormouse

House design must incorporate nesting areas for local species

The development must also provide for hibernation boxes

Permitted Development Rights

Upon completion of the design of a scheme consideration should be given to withdraw Permitted Development Rights for all or certain properties if future extensions or major alterations will detract from the comprehensive nature of the completed development

The site layout design should consider where garden sheds / conservatories, bike sheds, wheelie bin stores and water butts might be positioned so that the future impact of these features can be assessed and reviewed at the initial planning stage.

Green Construction

All materials and methods of construction must adhere to the principles of green construction

Any development must take maximum steps to ensure that the minimum amount of construction waste is sent to landfill. A comprehensive Recycling and Waste Management Strategy must be provided incorporating arrangements to separate waste so that surplus materials, can be re used, recycled, or disposed of where this is not possible

All timber used must adhere to the FSC standard

Hours of Construction

Site clearance works, demolition, construction or associated activities including deliveries. Loading, unloading, servicing, vehicle parking or the manoeuvring of vehicles shall be carried out on the site only between the hours of 0730 to 1800 on Mondays to Fridays and 0800 to 12:00 on Saturdays

Noise Level

The noise level of fixed building services plant shall be 5 db LAeq,T below the prevailing LA90,T background noise level at any residential or noise sensitive receptor. *(tbc by a specialist)*

Noise levels are to be determined according to the assessment methodology detailed in BS4142:1997, at a location representative of the nearest habitable window in the façade of any affected dwelling.

Prior to any fixed plant units coming into operation, a technical report shall be submitted to and approved by the LPA which demonstrates compliance with this condition

Acoustic surveys to be provided setting out the mitigation measures how external equipment, such as Air and Water Heat Pumps, AWHPs, will impact on the acoustic environment and character of the area.

If AWHPs are to be used then these should be located in a suitable acoustic enclosure.

Parking

Parking of all contractors and tradesmen vehicles associated with any development should be confined to the development site and not parked on the surrounding roads or lanes.

Clean Roads

Measures are to be put in place to ensure that all roads leading to the site are kept clean of mud, debris and other loose materials. All heavy plant is to have wheel washing before entering back onto the public highway.

Flooding

Details must be provided to show that all surface water from private and public highways will be collected in the drains of the development. All road surfaces are to be cambered to ensure surface water flows into the drainage system and not into the surrounding roads and public highways where it might pond and collect to the detriment of other residents and road users

Design and Access Statement

The Design and Access Statement should go beyond 'Standard' architectural drawings in order to provide sufficient information for the three-dimensional qualities of the proposed buildings to be properly understood

CURRENT OFFICIAL DESIGNATION

This site is currently referred to by South Hams District Council as RA24: Land at Paignton Road.

The site is designated as “Development beyond 2016” although under current government policy if all the planning requirements to submit an application for development have been completed, then the site can be released for development earlier than the originally specified date. SHDC also do not have the required 5 year supply of housing allowing developments to be brought forward.

The site has been deemed by SHDC to provide about 55 dwellings.

Within the site 0.1 Hectare is to be employment land. This equates to 1,195.99 sq. yds. or 1,000 sq. m, or 10,763.91 sq. ft.

The adopted SHDC policies for this site state:

6.141 This site, proposed to meet the development needs of the village beyond 2016, lies on the north eastern edge of Stoke Gabriel.

6.142 The site is adjacent to Paignton Road from which access can be achieved and an appropriate street frontage obtained. Proposals for the development of this site should consider the need for appropriate landscaping.

6.143 Infrastructure required to support the development must provide in phase with the development and in accord with adopted policies, particularly policy CS8 of the Core Strategy

Mixed use development is proposed beyond 2016, to include:

- ☐ About 55 dwellings;
- ☐ 0.1 ha of employment;
- ☐ About 0.1 hectare of play provision and .25 hectare of other public space;
- ☐ Footpath access to the village centre; and
- ☐ Strategic landscaping to address the sites scale and prominence.

Development should not extend into the elevated south-eastern part of the site.

Development of this site should accord with a Development Brief previously approved by the Council.

KEY ISSUES TO BE TAKEN INTO ACCOUNT WHEN FORMULATING ANY SPECIFIC PROPOSALS FOR THIS SITE

VISUAL EFFECT OF DEVELOPMENT

The site, is at the entrance to, and can be viewed from distance, on many approaches to the village. As such it is important that the development recognises this landmark location

The orientation of the site requires that the rear elevations are treated with the same importance as the front of all the properties so not to produce a poor visual effect when entering the village

The topography of the site is such that it slopes up from Paignton Road so the design will need to sympathetically reflect the change in level and how this will impact on the visibility of the development against the skyline.

The site borders existing residential properties which need to be respected when the new properties are designed in front of them.

The restriction on the extent of the development not beyond the highest part of the site is not quantified in any meaningful way and thus has been left open to interpretation. Careful consideration is needed to ensure that the restriction does not encroach beyond what can be reasonable considered as the highest point of the development.

BOUNDARIES OF THE SITE

The site is bordered by existing mature Devon banks are the natural habit for many species of wildlife and should be retained

The hedges act as pathways for bats. (Badgers)?

ACCESS TO THE SITE

Wherever the location is proposed for the main access into the development site, care should be taken to ensure that as little of the existing hedge bank is removed to form the entrance.

LANDSCAPING

Planting of new hedge bank must be undertaken before any existing hedge bank is removed to form any new access into the site

All other landscaping to be completed prior to occupation of first dwelling

PLAY PROVISION

An area of 0.1 hectare is to be provided – 1000 sqm / 10,763.91 sqft / 1195.99 sqyds

Details to be provided of what equipment is to be installed, following consensus on what age is being provided for. The village currently has no provision for older children.

The play area to be surfaced in accordance with regulations for specific items of equipment. Consideration must be given to guidance on LEAP – Local Equipped Area for Play and NEAP – Neighbourhood Equipped Area for Play.

Design must reflect guidance given in Planning and Design for Outdoor Sport and Play (PAD) produced by the Fields in Trust (FIT)

OTHER PUBLIC OPEN SPACE

An area of 0.25 hectare is to be provided – 2,500 sqm / 26,909.77 sqft / 2989.97 sqyds

Details to be provided of what amenity features – seating / benches are to be provided. Litter bins and dog waste collection facilities are to be provided to ensure maximum enjoyment of the open spaces.

All seating / benches / tables are to be situated on level ground and be accessible by those with pushchairs or in wheelchairs

EMPLOYMENT SPACE

Details to be provided of the proposals for this part of the planning policy.

Any building must be designed to “fit in sympathetically” with the surrounding residential properties.

Separate parking facilities to be provided for the staff numbers relevant to the size of any building and also for visitors.

External bike stands must be provided for those users who use this method of transport to access the building

Residents have a number of suggestions and would prefer community use. These include recycling/community composting facility, nursery/market garden, Pre School, work hub providing office space for local businesses, community centre, a multi-use games area (MUGA)

SUMMARY OF INFORMATION THAT IS TO BE PROVIDED

This is not a comprehensive list of all items but merely details what basic information is required. Other details / plans / reports may be required once more information is provided on the type, scope and specific proposals for this site are made known.

PLANS

Site Location
Site Survey
Site topography

Plans constraints

CONSULTATIONS

Natural England
RSPB
The Barn Owl Trust
South Hams Society
TotSoc
AONB
DCC Archaeology
DCC Highways
South West Water
Devon Wildlife Trust
Devon Bat Group
English Heritage
Environment Agency
Devon and Cornwall Constabulary

SUPPORTING INFORMATION

Archaeological desk top study
Tree and hedge survey and Arboriculture Assessment
Air quality Assessment
Geotechnical and Soakaway Report
Transport Report
Green Travel Plan
Site Waste Management Policy
Noise Assessment
Flood Risk assessment
Landscape Strategy
Landscape and Visual Impact Assessment
Drainage Strategy
Community Involvement
Ecological Impact assessment
Landscape and Ecological Management Plan
Design and Access Statement
Details of footpaths and cycle routes
Planning Statement
Utility Services capacity Assessment
Western Power Distribution – supply routes
Wales and West Utilities – gas supply routes
South West Water – supply routes
BT – cable connection routes
Lighting Assessment
Sustainability Assessment

SITE SPECIFIC PROPOSALS

Photographic survey of the site taken from all major surrounding viewpoints showing existing views and the same views with the proposed development superimposed so the true effect of the development on the surrounding landscape can be assessed.

Exploratory Bore Hole / trial Hole locations

Planning Layout

Plans of House Types

Plans of garages

Elevations of House Types

Elevations of garages

Plan of ridge heights and finished floor levels

Plan showing location of Affordable Housing

Employment Unit – Floor plans, Elevations

Street scenes showing all roads within the development

Long sections through paths, roads and across the site including adjoining properties

Layout Plan showing all roofs within the site

Tree /hedge/survey Protection Plan

Ground Conditions Report

Drainage Strategy Plan and supporting Report

Schedule of all materials to be used

Plan showing enclosure details – walls / fences / railings / gates

Tree route protection details

Flood Risk Assessment

Drawing Issue Register for all consultants involved in the development

APPENDIX 3 - STOKE GABRIEL NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP TERMS OF REFERENCE

1. Steering Group Objectives

1.1 The objective of the Stokes Gabriel Neighbourhood Development Plan Steering Group is to produce a sound Neighbourhood Plan for Stoke Gabriel that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence.

1.2 The Steering Group sits as the Project Board for project management and decision making purposes and will lead the preparation of the Stoke Gabriel Neighbourhood Plan. The Neighbourhood Plan will include, and be supported by, an appropriate delivery plan setting out, where relevant, the means by which the policy priorities will be implemented.

1.3 Stoke Gabriel Parish Council has granted delegated authority of all relevant plan-making functions to the Steering Group in respect of Phase 1 which includes the following areas of activity:

- ☐ Carry out initial consultations
- ☐ Establish available resources
- ☐ Develop an overall plan
- ☐ Obtain further advice and information
- ☐ Estimate costs involved
- ☐ Clarify funding available via South Hams District Council, Stoke Gabriel Parish Council and others
- ☐ Agree the scope of the Neighbourhood Plan

1.4 At the conclusion of Phase 1 the Steering Group will submit to Stoke Gabriel Parish Council a proposal which contains a detailed delivery plan and budget up to and including the publication of the Consultation Draft Plan. The proposal will also include a request for the further delegation of authority of all relevant plan-making activities for Phase 2 delivering the Consultation Draft Plan. Progress to Phase 2 of the project is dependent of agreement of this proposal by Stoke Gabriel Parish Council.

2. Membership of the Stoke Gabriel Neighbourhood Planning Steering Group

2.1 The Steering Group has the following initial membership and will be chaired by a member elected by the Steering Group.

- ☐ Volunteer representatives
- ☐ Community volunteer representatives
- ☐ Minimum of 2 Members of Stoke Gabriel Parish Council
- ☐ Other co-opted members of the community with specific skills/knowledge as necessary.

2.2 Steering Group membership will be reviewed from time to time.

2.3 The quorum for all meetings of the Steering Group will be 5, including at least one Stoke Gabriel Parish Council representative.

2.4 The Steering Group will be established for a time-limited period. The Steering Group will remain active until at least the independent examiners report is published.

3. Steering Group Meetings

3.1 The Steering Group will meet at least monthly to:

- ☐ Determine the overall scope and objectives of the plan.
- ☐ Manage the process of preparing the plan
- ☐ Prepare a project delivery plan and budget for formal approval by Stoke Gabriel Parish Council.
- ☐ Monitor progress against the project delivery plan and budget.
- ☐ Engage appropriate professional assistance where necessary within budget.
- ☐ Manage the gathering of evidence necessary to inform each of the issues within the scope of the plan.
- ☐ Agree a project communication, consultation and engagement strategy.
- ☐ Build and maintain links with the SHDC Planning and other interested parties e.g. adjacent Parish Councils.
- ☐ Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets these requirements.
- ☐ Provide, as a minimum, a written report (e.g. the minutes of the meeting) on progress after each meeting to Stoke Gabriel Parish Council.
- ☐ Agree, subject to ratification by the Parish Council, a final submission version of the Stoke Gabriel Neighbourhood Plan.
- ☐ Produce minutes of all meetings, reports and documents relating to the plan

3.2 The Steering Group will approve and oversee the setting up of the thematic groups which will review and research specific subject areas and report back to the Steering Group.

3.3 The thematic groups will be identified through consultation, analysis and evaluation

3.4 Decisions made by the Steering Group will be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of five members (including at least 1 Parish Council member) shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman shall have one casting vote.

4. Conduct and Interests

4.1 The Steering Group as a whole is accountable to the wider community for ensuring that the Neighbourhood Plan takes account of their collective expectations. The Steering Group will achieve this through applying the following principles:

- ☐ Working with mutual trust and respect, and combine their expertise;
- ☐ Being clear when their individual interests are in conflict;
- ☐ Providing feedback from Steering Group meetings to relevant interested parties.
- ☐ Assisting relevant interested parties to bring appropriate ideas and concerns to the attention of the Steering Group;
- ☐ Ensuring individuals or teams inform the Steering Group when they are unable to deliver agreed actions;

- Treating everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and actively promote equality of access and opportunity.
- Ensuring individuals declare any conflict of interest before specific items of business are discussed at a meeting of the Steering Group and, if appropriate, requesting the Steering Group member to leave the room for that item.

5. Decision Making

5.1 Stokes Gabriel Parish Council is the qualifying body for the purposes of preparing the plan. The Steering Group has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation draft plan.

5.2 Stoke Gabriel Parish Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority.

Additional note for information regarding 'Brownfield Sites'

Brownfield' (previously developed) land is defined in Annex 2 of the National Planning Policy Framework as:

*Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This **excludes:***

- *land that is or has been occupied by agricultural or forestry buildings;*
- *land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures;*
- *land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and*
- *land that was previously-developed, but where the remains of the permanent structure have blended into the landscape in the process of time.*