

# **STOKE GABRIEL NEIGHBOURHOOD PLAN STEERING GROUP**

## **DRAFT MINUTES OF THE MEETING HELD AT THE VILLAGE HALL, STOKE GABRIEL, 7:00pm WEDNESDAY 22nd June 2016**

### **In Attendance:**

Peter Fenwick, (Cllr) Chairman, Paul Bedford (SGp), Cathy Mittler (SGp), Tony Rowe (SGp), David Watts and Mike Webster (SGp)

### **Agenda Item 1 – Apologies**

Nick Chisholm-Batten (SGp), Richard Harris (Cllr), Alex Stewart-Bam and Robert Stewart-Bam.

### **Agenda Item 2 – Minutes of the last meeting 18th May 2016**

The minutes were confirmed as accurate.

### **Agenda Item 3 – Matters Arising**

### **Agenda Item 4 - Project Plan Update from meeting of 18 May 2016.**

AP 1 - RH to propose simpler version of project plan.

The detailed Project sheet will need to be maintained as a monitor of progress/ expenditure against grants and other funding.

### **Agenda Item 5 - Update on School Project**

Questionnaire and SWOT analysis is still being trialed.

AP 2 - PB to analyse samples to see what key objectives have been identified and to scan and provide feedback to Steering Group.

### [Agenda Item 6 - Questionnaire](#)

Status and Data Analysis

Questionnaires finalised with help of NCB and have been posted and copy also appears on website that can be completed via Survey Monkey.

Return date has been extended to 19 July 2016.

Input of data from paper copies to be resolved with the help of Cllr Howard Rawlings.

AP3 – Posters re: Questionnaire to be circulated around the parish.

### [Agenda Item 7 - Feedback Event](#)

Venue and date now agreed –

Village Hall, Saturday 24 September 2016.

*Has the Village Hall been booked and display Boards reserved from SHDC?*

Working Group established (PB/RH/PF) and to focus on content of display boards. – date of meeting prior to next Steering Group meeting to be finalized. Aim is to agree and action those items which can be completed prior to the analysis of the survey results.

AP4 PF to arrange date for working group to meet

### [Agenda Item 8 – Funding Update & Grant Application](#)

Grant application for £2800 has been received and must be spent on what was identified and within 6 months or end of financial year whichever is sooner.

AP5 - PF to check to see if monthly monitoring reports are required by Locality.

AP 6 - Review any further applications for grant by September so as to complete prior to end of financial year.

AP7 - Constitution and terms of reference sent to Locality and this is an opportunity to review these.

### Agenda Item 9 – AOB

Examination of long term 'local' housing needs in the context of the evolving Local Plan over the plan period

NCB advised that the cost of an independent survey is estimated at £3500 .

Discussions on stand alone survey delayed and question to be tabled at the next planned SHDC Neighbourhood Planning Meeting or similar.

In preparation for feedback event members need to be aware of facts and figures relating to our Parish.

AP8 - CM to provide questions that we should expect from the public.

PF to undertake desktop study to see what figures are already available.

AP9 - DW made the point that public may have difficulty in understanding that the Local Plan (now jointly with Plymouth,

South Hams and West Devon) does not need a vote whereas the NP needs more than a 50% vote.

Call for sites when published is likely to galvanise people. It is important to show what sites are not deliverable due to being unsustainable.

PB drew attention to the email re Energy in NP and stated that good information normally comes out after these meetings.

[Agenda Item 10 – Next meeting](#)

7pm, Wednesday 20th July 2016, Village Hall