

MODBURY NEIGHBOURHOOD PLANNING GROUP (MNPNG)

Minutes of the meeting held on Wednesday 24th August 2016 8 pm in the meeting room at the Memorial Hall.

Present: Ann Turner (AT) Chair, Charlotte Kendrick (CK), Sue Rogers (SR), Barry White (BWh), Charlotte Rathbone (CR), Andy Rathbone (AR), Burda Gage (BG), Mark Lawrence (ML) Parish Councillor, Brian Weeks (BWe), Phil Jolly (PJ) Treasurer, Jon Sullivan (JS), Alison Wood (AW) Minutes.

Apologies: Lynne Barnes, Chris Barnes, Roy Sims, Daniel Turner, Jeff Booth, Mark Trewin

AT welcomed CK and SR to the meeting.

1. MINUTES OF LAST MEETING:

- The minutes of the last meeting had been distributed and were agreed by the meeting without amendment, and with thanks to AW for taking them. AW will forward to Sacha Hagar (Parish Clerk) for the information of the Parish Council.

2. QUESTIONNAIRE:

- AT explained that Lynne Barnes had sent her apologies for the meeting as she was away on holiday. Lynne has kindly volunteered to compile a questionnaire based on draft questions supplied by the sub groups. In Lynne's absence AT had requested that the subgroups e-mailed their draft questions to her for review at the meeting. Following discussion it was decided that it would be better to await Lynne's return and an update on her progress, rather than review the questions within the meeting. *(ACTION)AT said if other members of the group were happy for her to go ahead, she would contact Lynne, Daniel and Neil Turner to arrange to meet to review the development of the questionnaire. This action was supported by those at the meeting.*
- ML spoke of the timescale for the questionnaire and felt that piloting the questionnaire. In his past experience should not take too long.
- AT informed that the Business questionnaire which she had compiled with JS would be distributed alongside but separate from the main questionnaire. (AT had forwarded a copy of the business questionnaire to the group prior to the meeting)
- ML considered that the Business questionnaire would need to include detailed comments about the perceived impact of a relief road on local businesses.
- BG asked if farmers would be included in the business questionnaire.
- AT said that she had not heard back from small farms association but farmers would be included in the distribution of the business questionnaire.
- ML said in the experience of the Parish Plan (2007) the logistics of distributing the questionnaire needed some thought. The Parish Plan questionnaire had had a 75% return rate.
- PJ enquired about the outcome of looking into the use of "Survey Monkey" as an option for people to complete the questionnaire on line.
- AT said the cost of "Survey Monkey" escalated above 10 questions and also there was the problem of precluding people completing more than one questionnaire thus skewing analysis results.
- AT asked for a show of hands for the use of paper only questionnaires rather than having the option of online completion. All those attending the meeting agreed to go ahead with paper only copies of the questionnaire.

- ML said that Chris Barnes (Parish Councillor) had volunteered to get quotes for the printing of the questionnaire.
- PJ spoke regarding the distribution of the questionnaire and whether asking the people who distributed the Modbury messenger was a possibility
- SR said she was aware that the number of “Messengers” people delivered could be as little as 6 or as many as 90.
- BG suggested that it would be important for people delivering to be willing to go back for collection, as this had been an important factor in the high response rate for the previous questionnaire for the Parish Plan. Also those people delivering and collecting would need information about the Neighbourhood Plan process.
- ML said from the the Parish Council had a list of addresses in the Parish this does not include names, as it is important that completed questionnaires remain anonymous. He also asked about Brownston residents, farms and other rural addresses within the Parish.
- AT said rural addresses would have questionnaires posted to them with stamped addresses envelopes for their return.
- *(ACTION)ML asked CK and SR whether they would consider co-ordinating the distribution and collection of the questionnaire. To which they agreed and ML said he would forward draft notes of how the co-ordination of the questionnaire for the Parish Plan had been carried out for their information.*
- Those at the meeting thanked SR and CK for their offer of help.
- BWh confirmed that the questions for the Road Transport and Safety had been forwarded to Lynne.

3. RESPONSE TO JOINT LOCAL PLAN (JLP).

AT asked if the Parish Council had any reply from South Hams District Council (SHDC) to their response to the JLP.

- ML said that a reply would not be expected to Parish Councils or individuals at this stage in the process. The chair of the Parish Council had written to Gary Streeter, MP who had chaired the public meeting. It was now for Gary Streeter and Lindsay Ward (District Councillor) to use their influence.
- AT expressed that the group should not just wait for a response but needed to be in contact with SHDC strategic planners.
(ACTION)AT said she would e-mail Lindsay Ward to arrange a meeting for members the Neighbourhood Planning Group with Lindsay and Tom Jones from strategic planning dept. at SHDC.
There was discussion that it would be important to have questions and constructive options backed by evidence for this meeting.
- CR thanked BWe for his work forwarding a document with all 96 responses that people from Modbury had sent to the SHDC JLP consultation, regarding their views about potential sites for development within the Parish.
She asked if these could be analysed for common threads of opinions within these responses.
- ML said it would be important to have evidence of these opinions when meeting with SHDC representatives.
- AT noted that in addition, it seems the rationale for housing need/ numbers was not robust.
- BG said it was her opinion that, if in the long term the evidence gained was not heeded by SHDC in the JLP, there could be a case for a judicial review.

- ML asked if AT had the contacts of other NPGs, as it would be useful to see how others were approaching the JLP consultation process.
- AW raised the point that at the Workshop for NPGs run by SHDC, the District council had agreed that one of their roles would be to facilitate contacts between NPGs.
- *(ACTION) AT said she would try to look at what contacts she already had from previous networking events.*
- *(ACTION) BWe offered to forward to the group the Modbury JLP he had collated from the SHDC website, he also said although he was going away soon, he would endeavour to look at the common threads in the responses and provide this data for the group.*
- AT suggested the threads might come up under headings such as sites of houses, types of houses, infra structure concerns, phasing and social cohesion.
- SR asked about the sites that have been offered previously to SHDC and have been assessed as having significant constraints and what weight a Neighbourhood Plan had in deciding sites.
- ML explained that some of the sites were multi-field sites, and that it may be if a smaller proportion of the site were to be developed, the constraints may not be as significant, for example impact on traffic infrastructure.
- CR suggested some of the sites could be reassessed. In the proposed meeting with SHDC planners, it would be proactive and constructive to have in mind possible alternative sites to the large extension to RA1 .

4. TREASURER'S REPORT

- PJ provided a report of financial information to date for the Modbury Neighbourhood Planning Group (Attached to Minutes)
- PJ reminded the meeting that the Locality Fund Grant had a time constraint and needed to be spent by 31st December and included the purchase of new exhibition stands.

5. ANY OTHER BUSINESS

- CK raised that after responding to the JLP people might not be so willing to complete further questionnaire.
The group expressed that they hoped this would not be the case.
- BWe asked whether DT (website manager) had any statistics about the number of "hits" the site had had, AT said she would enquire whether these statistics were available.

DATE OF NEXT MEETING:

WEDNESDAY 28TH SEPTEMBER AT 8PM, IN THE MEMORIAL HALL MEETING ROOM.

**MODBURY NEIGHBOURHOOD PLANNING GROUP
FINANCIAL INFORMATION
for the period 1st April 2016 to 24th August 2016**

	Parish Fund		'Locality' Restricted Fund	
	£p	£p	£p	£p
TOTAL FUNDS b/fwd as at 1st April 2016		£ 240.28		-
INCOME 1st April 2016 to 31st March 2017				
Grant from Modbury Parish Council		500.00		
For the period 1st April 2016 to 31st March 2017				
Grant from 'Locality' for the period 1st July to 31st December 2016				4,270.00
EXPENDITURE 1st April 2016 to 31st March 2017				
Paper & ink - NPG secretary	(18.00)			
Meeting room hire for Housing Group (MH)	(16.00)			
May Fair - printing (ML)	(1.50)			
May Fair - printing (Jon Hardy)	(42.00)			
May Fair - printing (Barnes CS)	(40.05)			
May Fair - OTM banners (ex VAT)	(69.00)			
		(186.55)		
Room hire - NPG meetings			(20.00)	(20.00)
FUNDS AVAILABLE AS AT 24th August 2016		£ 553.73		£ 4,250.00

NOTES :

- 1 All funds are held and accounted for by the Modbury Parish Council.
This schedule is for the information of the NPG only.
- 2 The Locality grant is restricted as it can only be spent on the items specified in the application.
Any unspent funds have to be returned at the end of the grant period and a new application made.
- 3 Locality budget summary

	Budget	Spent to date	Balance remaining
Website maintenance & management	1,440.00	-	1,440.00
Questionnaire - printing, input & analysis	1,800.00	-	1,800.00
Venue hire & refreshments	260.00	(20.00)	240.00
Travel expenses	200.00	-	200.00
Exhibition design, graphics & photos	370.00	-	370.00
Stationery, sundries	200.00	-	200.00
	£ 4,270.00	£ (20.00)	£ 4,250.00

PMJ
24th August 2016