

MODBURY NEIGHBOURHOOD PLANNING GROUP (MNPG)

Final Minutes of the meeting held on Wednesday October 12th 2016 8 pm in the meeting room at the Memorial Hall.

Present: Core group members: Ann Turner (AT) Chair, Charlotte Rathbone (CR), Andy Rathbone (AR), Burda Gage (BG), Jon Sullivan (JS), Lynne Barnes (LB), Chris Barnes (CB) Parish Councillor, Barry White (BWh), Brian Weeks (BWe), Mark Lawrence (ML) Parish Councillor, Alison Wood (AW) Minutes.

Co-opted members: Sue Rogers (SR), Phil Smith (PS)

Attendees: Nicky Crawford (NC), Tom Hendy (TH), Martin Buttery (MB)

Apologies: Charlotte Kendrick, Mark Trewin, Roy Sims

DECLARATION OF INTERESTS:

TH declared that he was a landowner within the town.

MB said he was a resident and husband of a landowner

CB said he was a friend of a landowner and lived adjacent to a potential site

LB declared she was a friend of a landowner and lived adjacent to a potential site.

PS indicated he lived next to a potential site

JS said he lived opposite a potential site.

BWe declared that he lived next to a potential site.

BWh declared that he lived adjacent to a potential site.

1. MINUTES OF THE LAST MEETING AND MATTERS ARISING

- i. CB requested that in his declaration of interest at the last meeting that “acquaintance of landowner” be changed to “friend of landowner”
- ii. NC asked for names of those who were in core group, which was provided (as above)
- iii. AT said Phil Jolly, (Treasurer) had informed her that he did not wish to be on the core group but was happy to continue to keep the accounts on behalf of the NPG. AT said she would also contact Roy Simms, who was currently unwell and had been involved with the NPG from its early days, to ascertain his wishes for involvement in the MNPG.

2. PROGRESS REPORTS: A. Questionnaire and B. Tender for data input;

- i. AT said ML, Neil Turner and Daniel Turner were in the process of reviewing the draft questionnaire. The draft having been produced by the hard work of LB with the questions suggested by each subgroup.
- ii. AT said that the job of data input from the completed questionnaires was going to be put out to tender.
- iii. CB suggested it would need to be clarified if the price was going to be per questionnaire or per resident. This would be relevant if the aim was to give every one over the age of 11 in each household the opportunity to fill in their responses, on the one questionnaire given to each household.
- iv. AT said that Neil Turner was willing to analyse the data with help of ML.
- v. SR said she now had a list of distribution areas and the names of people allocated to each area and circulated some copies of the list at the meeting.
- vi. BG suggested that responses to housing questions could be extracted and analysed first, which would enable Lindsay Ward (District Councillor) to have the information to inform draft Joint Local Plan, (JLP).
- vii. AT said she had contact from Lindsay Ward passing on the information that the Joint Local Plan (JLP), would be drafted for formal consultation on 26.01.17.
- viii. TH asked about how questionnaires were to be distributed to households/ farms that were not in the town.

- ix. AT confirmed that these would be posted along with stamped addressed envelopes.

2. A/B continued

- x. PS asked about consultation with stakeholders, such as landowner's and businesses who would not be covered by household questionnaires.
- xi. AT said that there was a separate business questionnaire that would be distributed alongside household questionnaire.
- xii. PS asked about audit trail for questionnaire to demonstrate validity / governance of data
- xiii. ML advised that each questionnaire would be collected in sealed envelopes to maintain anonymity and then numbered.
- xiv. AT said whilst no system could be totally free of the risk ,for example of people putting additional responses for extra people that did not exist within a household. The system was a balance of giving all residents the opportunity to respond with their opinions whilst also taking measures to ensure the anonymity and security of data.
- xv. AT asked about the timescale for printing, i.e. how long after receiving the questionnaire the printers would be able to go to print.
- xvi. *ACTION: CB said he would contact Kingfisher, the printers agreed by the Parish Council, to ask how long it would take for them to print the questionnaire after receiving it.*

2C. Site selection;

TH and MB left the meeting as they had declared interests in alternative potential sites.

- i. PS said that the housing subgroup had completed a reappraisal of the 16 potential sites that had been previously offered to South Hams District Council (SHDC).
- ii. CR proposed a motion to the core group that the 8 sites (i.e. 50%) that were most deliverable were put forward in the questionnaire
- iii. BG seconded the proposal
- iv. 6 members of the core group supported the proposal ,(Unanimous vote of those eligible to vote at the meeting)
- v. Those not eligible to vote because of declared interests were BWe, LB, CB, JS, BWb
- vi. There was a discussion of other factors that would influence the decision re sites for development as they were moved on in the planning process. For example the geology of a site and its impact on the cost of groundworks for a developer.

2D. Tender for Planner

- i. BG Spoke of 3 possible independent planners
- ii. PS Said he had drafted a brief for employing an independent planner which he circulated in the meeting.
- iii. ML queried whether what was being asked for in the brief, was more than could be afforded on the budget allocated to Neighbourhood Plan Group. He suggested some of the responses to the proposals to the JLP made by WYG on behalf of the developers, Bloor housing, should be being answered/ challenged by SHDC, for example those points regarding housing numbers.
- iv. AW asked for clarification about what had been agreed at Parish Council meeting, as at the last MNPG meeting it had been suggested that the role of a planner in responding to Bloor's response to JLP consultation would be additional to that of planner required to support the Neighbourhood Plan process.
- v. ML confirmed that it was the general principle of employing the services of a planner that had been agreed by the Parish Council.
- vi. ML explained NPGs are allocated £ 9,000, which is applied for in stages Modbury NPG has Locality Grant of £4,270,00 which has an itemised budget summary and a time limit by which that must be spent (31.12.16). ML said he had been looking at the small print and if the group wanted to allocate money for independent planner, the current grant would need be closed a new grant applied for itemising the cost of a planner. The tendering for a planner could go ahead but they could not be paid until the money has been allocated.
- vii. PS suggested that in the brief for an independent planner, individual tasks could be itemised and costed (including any VAT) with a caveat that items could be picked and mixed as funds were available.

2D continued

- viii. BG also added that she thought other organisations, in the town might also be willing to contribute.
- ix. PS proposed that he could redraft a brief for the appointment of a planning consultant, breaking down the tasks and requesting individual costings for each task.
- x. There was unanimous agreement from the core group for PS to go ahead with this brief.

3. TIMESCALE FOR JOINT LOCAL PLAN AND NEIGHBOURHOOD PLAN

- i. PS offered he would also try to draft a project plan on a Gant Chart, with key milestones that the budget could be built around.
- ii. CB offered that he could e-mail the timescale of the Joint Local Plan to PS, so this could be incorporated into the project plan.

4. TREASURER'S REPORT

- i. AW distributed copies of the treasurer's report provided by Phil Jolly, treasurer, (attached to these minutes). Phil had informed that there was no change since the last meeting, apart from the fact that the quote of £346 pounds from Kingfisher had been accepted by the Parish Council on October 10th 2016.

5. ANY OTHER BUSINESS

- i. PS drew the group's attention, to some more optimistic reports in case law, where affordable homes were delivered on smaller sites, going against ministerial directives.
- ii. ML spoke of the need to engage with landowners and developers and thought needed to be given as to how best this could be achieved.
- iii. As there was no other business, AT closed the meeting at 10.15 pm.

Date of next Meeting: Wednesday 16th November 8pm. Meeting Room Memorial Hall.

AW 10.16

TREASURER'S REPORT:

**MODBURY NEIGHBOURHOOD PLANNING GROUP
FINANCIAL INFORMATION
for the period 1st April 2016 to 12th October 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'				4,270.00
for the period 1st July to 31st December 2016				
		<u>£ 740.28</u>		
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)	(40.00)			
May Fair - OTM banners (ex VAT £13.80))	<u>(69.00)</u>			
		(186.50)		
Room hire - NPG meetings			(80.00)	
Daniel Turner - website maintenance			<u>(240.00)</u>	
				(320.00)
FUNDS AVAILABLE AS AT 12th October 2016		<u>£ 553.78</u>		<u>£ 3,950.00</u>

NOTES :

- All funds are held and accounted for by the Modbury Parish Council.
This schedule is for the information of the NPG only.
- 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.
- Locality budget summary

	Budget	Spent to date	Balance remaining
Website maintenance & management	1,440.00	(240.00)	1,200.00
* Questionnaire - printing, input & analysis	1,800.00	-	1,800.00
Venue hire & refreshments	260.00	(80.00)	180.00
Travel expenses	200.00	-	200.00
Exhibition design, graphics & photos	370.00	-	370.00
Stationery, sundries	200.00	-	200.00
	<u>£ 4,270.00</u>	<u>£ (320.00)</u>	<u>£ 3,950.00</u>

- * printing quote of £346 from Kingfisher accepted by the Parish Council 10th October 2016
- Agreed to Parish records 27th September 2016

PMJ
12th October 2016