

MODBURY NEIGHBOURHOOD PLANNING GROUP (MNPG)

Final Minutes of the meeting held on Tuesday 14th November 2017 19:00 -21:30 held in the meeting room at the Memorial Hall.

Present: Ann Turner (AT) Chair, Andy Rathbone (AR), Burda Gage (BG), Mark Lawrence (ML), Alison Wood (AW) Minutes.

Co-opted Members: Nicky Crawford (NC), Rosemary Parker (RP), Phil Smith (PS), Jeff Booth (JB), Nicky Shepley (NS) Parish Councillor

Attendees: Bernard Taylor (BT) Chair of the Parish Council, Colin Whybrow (CW) Parish Councillor,

Apologies: Charlotte Rathbone (CR), Chris Barnes (CB), Lynne Barnes (LB), Mark Trewin (MT), Phil Jolly (PJ) Treasurer,
Before meeting started AW asked if all present were agreeable to her recording the meeting, in the interest of providing accurate minutes.

1. DECLARATION OF INTERESTS:

AT advised that sites would be discussed during the meeting.

There were no declarations of interest

2. MINUTES OF LAST MEETING AND MATTERS ARISING:

a) Matters arising / Actions from last meeting:

- I. Re: 3 d) Compilation of glossary. AT asked if anyone would take on compiling a glossary and AR, kindly agreed to do this.
- II. Re: 3f) Vision and objectives. Regarding need to cross reference the Open Space, Sport and Recreation (OSSR) assessment produced by Modbury Association for Recreation and Sports (MARS). CR, AT, AW to try and arrange another meeting with representatives of MARS
- III. Re: 3g) Settlement Boundary to be drawn. CR to draw boundary once sites have been confirmed.
- IV. Re: 3h) MNP3 development of sites. The Parish Council (PC) MNP3 PC passed the inclusion of site C at their meeting.

AT also noted thanks to CR for vision and character assessments of all the sites.

- V. Re: 3k) History and Heritage. AT thanked to NC for researching and confirming that there is a historic monument within the parish which is Oldaport Fort.
- VI. Re: 3 reviewing the Draft neighbourhood. Lee Bray (LB), independent planning consultant for MNPG had attended the last meeting. The main focus of the meeting had been Lee reviewing the draft NP with the group. AT said that LB had forwarded the edits made at that meeting which she had incorporated into an updated draft to be discussed later in tonight's meeting.

- b) AT asked if the minutes of the last meeting were agreed to be an accurate record. All those who had been present agreed they were an accurate record. AW to forward the minutes to Sacha Hagar, Parish Clerk for the information of the Parish Council

3. FEEDBACK FROM STRATEGIC PLANNER:

A further meeting with the SHDC Strategic Planner has taken place in Modbury. Those attending the meeting had been BT, AT, ML, CR, PS The objective of the meeting was to further discuss the concerns and wishes of the community regarding projected housing numbers and development sites. A tour of the proposed sites was arranged to further acquaint the Planner in more detail with the access and distribution of sites. All those who had attended considered it had been a constructive meeting.

4. NEIGHBOURHOOD PLAN: REVIEW AMMENDMENTS & NEXT STEPS BEFORE SUBMISSION:

- a) AT circulated revised Draft Plan (November 2017) which included the editing and amendments made with Lee Bray (independent planning consultant for the MNP) at the last MNP meeting of 05.10.17.
- b) Following review of the document and discussion at the meeting it was agreed that AT agreed to put in additional amendments to draft Neighbourhood Plan (November version) as follows:
(* denotes those who agreed to submit specific information words in this process)
- I. PARAGRAPH 1.17 COMMUNITY ACTION PLAN; AT will check with Lee Bray that this is adequately explained.
 - II. PARAGRAPH 3.2: OBJECTIVES. It was agreed that both the safeguarding potential route for relief road and one-way traffic in Brownston St be included in the objectives.
 - III. MNP2 DESIGN AND CONSTRUCTION:
 - g) to include “offer *private or* community energy option on all new developments”
 - h) To include “to meet and *where possible* exceed”
 - IV. PARAGRAPH 4.8 HISTORIC PARKS AT to follow up if MT is not available to continue.
 - V. PARAGRAPH 4.14 HOUSING AND DEVELOPMENT: change the word elderly to *older*
 - VI. MNP5 HOUSING DEVELOPMENT
 - a) 75% new housing development will be required to have *1, 2 and 3 bedroom houses to reflect local needs.*
 - VII. MNP6: PRINCIPAL RESIDENCE REQUIREMENT. AT to seek further clarification from Lee Bray about wording in this policy. Although it was accepted by the meeting that on examination this policy may not be accepted as relevant for Modbury, because of relatively low ratio of second homes at the current time.
 - VIII. MNP7 SAFE MOVEMENT AND TRANSPORT: to reiterate safe access to housing
 - IX. MNP9: TOWN CENTRE SHOPPING. AT to check with ML as to whether there is or has been an area defined a shopping centre which should be protected.
 - X. PARAGRAPH 4.28 SERVICES AND FACILITIES : to change wording from “central public area” to “central civic space”
 - XI. MNP12 COMMUNITY FACILITIES AND INFRASTRUCTURE: AT to qualify that priorities are in no particular order and should remain a fluid list to reflect the changing needs of the community over time.
 - h) car parking to be qualified as addressing residential parking
 - m) Electric charging **points (i.e. more than1)**
 - XII. MNP13 PROTECTING THE LANDSCAPE: c) to replace “landscaping” with “landscape”.
*AR also agreed to provide a paragraph to be added after 4.31 to describe the baseline landscape that the NP is seeking to protect.
 - XIII. MNP14 SUPPORTING BIODIVERSITY : c) *NC agreed to check database regarding geological sites in Modbury
 - XIV. MNP15 LOCAL GREEN SPACES AND PUBLIC OPEN SPACE:
Local green spaces c) to qualify Galpin street site as community orchard and Tucker’s Brook as a play area
To include: Memorial Hall perimeter (i.e. Trees and slopes)
Dogapit Meadow (valley behind and to west of Brownston street)
MARS recreation ground
*AR to draw up wording to encapsulate aspiration to have “necklace” of green areas around Modbury and the concept of allocating land for non-housing use.

4. NEIGHBOURHOOD PLAN: REVIEW AMMENDMENTS & NEXT STEPS BEFORE SUBMISSION: (CTD)

- c) Regarding the next steps, AT said that she would circulate an e-mail she had received from Mandy Goddard, SHDC Neighbourhood Plan Officer outlining the regulations in the submission process and the Schedule 1 consultation document. The Schedule 1 consultation document involves informing formally, interested bodies e.g. South West Water etc. and would need some members of the group to dedicate time to this.

The Neighbourhood Plan group organise the pre-submission consultation with the community and SHDC organise the submission to the inspectors and the referendum.

5. TIMESCALE:

- a) There was discussion regarding the timing of putting the draft plan formally to the Parish Council for the Parish Councillors to vote on and whether the version with amendments agreed in item 4 needed to be brought to another MNPG meeting.
- b) BG proposed that with the amendments agreed in item 4 in place the Draft Neighbourhood Plan should be put to the Parish Council at their next meeting (December 12th 2017)
This proposal was seconded by AR and agreed unanimously by all those eligible to vote.
- c) PS spoke regarding the Gantt chart, "Modbury Neighbourhood Plan Development programme "which he had been updating for the MNPG. Although there had been inevitable slippage in the timescale, It was felt that the chart provided a valuable tool for the in mapping the progress of the NP process and the likely timescale of the next stages

6. TREASURER'S REPORT. (See Appendix A)

- a) AW distributed copies of Treasurer's report, with thanks to Phil Jolly. Phil had also added the following comments in his e-mail

"The Locality grant has now been spent up to the £9,000 maximum and the final grant closing return has been made and acknowledged. Many thanks to Mark Lawrence for taking care of this and to Groundwork for the grant, without which the Parish would have needed to find an additional £9,000.

Ann and I are working on a budget to take us to next March which will be presented to the December meeting of the Parish Finance Committee for approval. We still need to settle on a figure for the cost of producing and distributing the draft plan but have currently included £625. The total likely spend including this figure, Lee Bray's estimate of the maximum he will require to finish the plan and sundry other costs comes to just under £3,400. We have £2,181 in hand so will need an additional £1,200.

Spend to date includes £812.50 consultancy cost in connection with the JLP. This has been paid via the MNPG budget although it was not part of our remit. In effect we are therefore only asking for an additional £400.

I will also make the point to the Council that no allowance has been made for the enormous amount of voluntary time, effort and expertise which has been given freely by the group over the last 3 years."

6. TREASURER'S REPORT (CTD)

- b) AT noted that the regulations necessitated that the Locality Fund with timescale to end of November would need to be closed and reapplied for.
- c) AT also reminded members that with this in mind, people should not delay putting in any expenses incurred.
- d) AT said she was liaising with SHDC graphics dept. regarding costings of copies of the plan, posters, leaflets etc.

7. ANY OTHER BUSINESS:

- a) JLP Public examination (Jan-Feb 2018) as the NPG functions as an advisory subcommittee of the PC, it is important that both groups present a coherent view. It is suggested that a small group of representatives of the NPG, the PC and other interested organisations meet to compile an agreed statement to present to the Joint Local Plan public examination.

8. DATE OF TIME OF NEXT MEETING;

No meeting in December. Date of meeting in January to be confirmed.

Meeting closed 21.30

AW 24.01.2018

**MODBURY NEIGHBOURHOOD PLANNING GROUP
FINANCIAL INFORMATION**

for the period 1st April 2017 to 31st March 2018

	Parish Fund		'Locality' Restricted Fund	
	£p	£p	£p	£p
TOTAL FUNDS b/fwd as at 1st April 2017		£ 21.34		-
INCOME 1st April 2017 to 31st March 2018				
Grant from Modbury Parish Council 1Apr17 - 31Mar18		2,500.00		
Grant from 'Locality' 16May - 15Nov 2017				3,643.00
		£ 2,521.34		£ 3,643.00
EXPENDITURE 1st April 2017 to 31st March 2018				
Room hire - NPG meetings		(20.00)	(140.00)	
Daniel Turner - website maintenance inv 10,11 & 12			(360.00)	
Lee Bray - consultancy inv 0005, 6, 7, 8 & 9			(3,175.60)	
Devon Wildlife Trust survey (ex VAT £12.90)		(64.50)		
Website domain renewal (ex VAT £2.00)		(9.99)		
Website hosting renewal (ex VAT £19.18)		(95.88)		
Adobe Acrobat Pro subscription (ex VAT £4.21)		(21.07)		
Printing costs (ex VAT £8.00)		(40.00)		
Admin expenses: stationery, ink etc.(ex VAT £4.17)		(55.81)		
			(3,675.60)	
		£ 2,214.09		£ (32.60)
Transfer of funds to meet Locality Grant shortfall		£ (32.60)		£ 32.60
TOTAL FUNDS AVAILABLE AT 13th November 2017		£ 2,181.49		£ 0.00

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 process is now complete as we have received the maximum £9,000.
- 3 Locality budget summary (16May17 - 15Nov17)

	Budget	Expenditure	Balance remaining
Professional fees (Lee Bray)	3,143.00	(3,175.60)	(32.60)
Website maintenance (Dan Turner)	380.00	(380.00)	-
Room hire (Modbury Memorial Hall)	140.00	(140.00)	-
Debit balance cleared from Parish Fund		32.60	32.60
	£ 3,643.00	£ (3,643.00)	£ 0.00

- 4 The above assumes that invoices sent to the Parish Clerk have been paid promptly. In fact there can be a delay of several weeks particularly in the summer months.
- 5 The above position was agreed to Parish records as at 30th October 2017

PMJ
13th November 2017