

## MODBURY NEIGHBOURHOOD PLANNING GROUP (MNPG)

**Final Minutes of the meeting held on Tuesday 16<sup>th</sup> January 2018 19:00 -21:00held in the meeting room at the Memorial Hall.**

**Present:** Ann Turner (AT) Chair, Andy Rathbone (AR), Charlotte Rathbone (CR), Mark Lawrence (ML), Phil Smith (PS), Alison Wood (AW) Minutes.

Co-opted Members: Nicky Crawford (NC), Rosemary Parker (RP), Nicky Shepley (NS) Parish Councillor

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

**Apologies:** Jon Sullivan (JS), Jeff Booth (JB), Dan Turner (DT), Chris Barnes (CB), Lynne Barnes (LB), Mark Trewin (MT)\*, Phil Jolly (PJ) Treasurer,

(\*AT told the meeting that Mark Trewin has informed her that unfortunately he is no longer able to be actively involved in NPG but is happy to forward any background information he has).

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:**

The draft minutes of the meeting on 14.11.17 had be circulated via e-mail

#### a) Matters arising / Actions from last meeting:

- I. Re 2a) I: Glossary. AT thanked AR for compiling this glossary with contributions from PS. Other terms can be added as the draft Neighbourhood Plan (NP) progresses.
- II. Re: 2a) II Regarding the need to cross reference the Open Space, Sport and Recreation (OSSR) assessment produced by Modbury Association for Recreation and Sports (MARS). This was discussed and agreed that meeting with MARS was still needed.

***ACTION:*** AW to make contact with MARS representatives to facilitate meeting.

- III. Re 4b) AT informed the meeting that the updates to draft plan were now in place with the following exceptions.
  - 4b) IV. Historic Parks. AT explained that, in trying to follow this up there was possible evidence for a Historic Park but Lee Bray, Independent Planning Consultant, in discussion with AT considered this would not be a key issue for the Neighbourhood Plan (NP). So unless another member of the NPG had the time this would not be pursued further.
  - 4b) IX. Query regarding defined shopping area for Modbury. ML said he would forward to CR the shopping area which had been defined in 1996 plan.
- IV. Re: 5b) AT informed the meeting that as agreed at the last meeting, with the amendments in place, the Draft Plan had been put to the Parish Council and had been voted on and accepted.
- V. Re: 6. AT said thanks also to be noted to the Parish Council for granting the request for additional funding.

#### b) The minutes were accepted as an accurate record, and AW will forward them to Parish Clerk and Dan Turner website manager.

### 3. UPDATE ON PROGRESS;

AT circulated a document "Progress Update: Jan 2018" which was used to guide this item on the agenda. (See Appendix A)

- a) Statement of Consultation: this is the list of official bodies who need to be consulted because their interests may be impacted by proposals in the NP.  
AT and AW begun to compile list.  
**ACTION:** AW will e-mail draft a list for group to review and which will then be passed to Lee Bray (independent planner) for his comments.
- b) Supporting Documents that Lee Bray has in preparation , to be completed in approx. 1-2 weeks include:
- Statement of Basic Conditions
  - Monitoring Framework
  - Sustainability Appraisal
- c) Other Appendices
- References and appendices: AT in preparation
  - Acknowledgements: AW In preparation
  - Foreword: AT and BT to do.
- d) Maps and Layout:  
Charlotte & Ann had met with South Hams District Council (SHDC) design team, who will print the draft plan. They discussed layout, photographs and the insertion of maps. SHDC hope to be able to work on the Modbury NP at the end of January.
- e) Re: Maps. CR, who has done all the work on the maps, reported that at the meeting with SHDC design team she had been reassured that the team use the same "earth marker maps" that she uses in her work. CR showed the meeting some of the maps she had drafted to be inserted in the plan and would also circulate them via e-mail for people to comment on before they go to SHDC design team
- I. Parish Boundary
  - II. Housing Allocation/ Settlement boundary. The boundary is the same as that on 2011 development plan, plus the addition of housing allocation sites.
  - III. Heritage and Conservation. Map identifies conservation area and listed buildings as per SHDC.
  - IV. Retail and Employment. ML to provide retail area outlined in previous plan in 1990s. Light industrial units in Poundwell to be added.
  - V. Community facilities. Identifies built facilities plus car parks
  - VI. Open Spaces. It was discussed that Local Green Spaces can include areas that are important to the local community, whether or not there has been a formal acknowledgement of this by landowner
  - VII. Public Rights of Way
  - VIII. Road Safety and transport. It was discussed and agreed that for clarity road safety and transport needed to have a separate maps. The maps would then align with policy/ chapters of the plan. BT spoke of having discussed with DCC regarding Church Lane being signposted as access only because it is used as a "rat run", however access only routes are apparently not something DCC are currently able to fund.  
RP raised the point that street lighting was a factor in road safety e.g. Brownston St. There was discussion that this was not something that the community had raised during the consultation. There was a balance to be achieved between light pollution vs pedestrian safety, although it was noted that there was less light pollution from LED lights.
  - IX. Landscape Map showing the boundary of Area of Outstanding Natural Beauty (AONB) Flood Zone 3 and trees with preservation orders and other significant trees. What counts as a significant tree? NC spoke about the trees along the green lane next RA1 (Bloor) development needed protection.  
**ACTION:** BT offered to speak with Brian Weekes (Parish Councillor) who is collating landscape features parish wide and Robin Chambers (Tree Warden) to discuss significant trees and their protection looking to the future.
  - X. AT and all that meeting thanked CR in appreciation of the large amount of work and time she has committed to drafting the maps.

#### 4. PLANNING CONSULTATION:

AT had circulated e-mail from Mandy Goddard, SHDC, Neighbourhood Planning Officer, regarding the next steps (see Appendix B)

- a) AT outlined that the NPG worked to the Parish Council and there would be a need for close collaboration during the consultation period.
- b) AT described that regarding publicity for the consultation, input would be needed to set up and manage information sessions, write leaflets/ posters. SHDC will print and help with design if required.
- c) Re: Public Exhibition during the consultation, possible dates for a half day exhibition at the Memorial Hall were Sat 24<sup>th</sup> Feb or Sat 3<sup>rd</sup> March.  
There would be additional displays in Parish Office which could be manned on some Saturday mornings during the consultation period.  
Also to consider asking if a display could be put up in the Health Centre, as NPG had done in the past.
- d) AT advised that comments to the consultation could be made electronically via website, but people would also need to be able to put in written comments. BT said these could be delivered to the Parish Office where a hard copy of the NP would be available,
- e) AT asked if anyone at the meeting felt able to volunteer to co-ordinate the consultation: Colin Whybrow (Parish Councillor) kindly offered to do this. AT thanked CW. Other members of the group offered to work with him on this.  
**ACTION:** *Members of NPG to contact C.W. with ideas for consultation and offers of help.*
- f) The task of responding to comments within the consultation and modifying the NP accordingly would need to be done in collaboration with the Parish Council. Parish Council working with NPG, before the NP is formally submitted.
- g) After the consultation, with amendments in place, the NP goes to SHDC for independent inspection. The Inspector may require further modifications of the plan before it goes to referendum
- h) AT clarified that the Referendum is organised by SHDC and although the NPG can publicise the Referendum but cannot campaign in any way to influence how parishioners vote.

#### 5. TIMESCALE:

- a) AT asked PS if the prospective consultation period could be put into Modbury Neighbourhood Plan Development programme and this would reflect that the consultation is in progress at the same time as the Joint Local Plan (JLP) public examination. AT advised that having an “emerging” NP may give any comments the NPG and PC made at JLP public examination more weight  
**ACTION:** *PS to update Modbury Neighbourhood Plan Development programme*
- b) It was agreed that Saturday March 3<sup>rd</sup> would be a good day for Public Exhibition during consultation period.  
**ACTION:** *AW to book the Memorial Hall from 11.30 to 5pm on Saturday 3<sup>rd</sup> March to give time for setting up and taking down with exhibition being open from 1pm to 4pm.*

## 6. TREASURER'S REPORT:

- a) Phil Jolly, Treasurer, had not submitted a report this month as there had been no changes to his report of 13.11.17. apart from the Parish Council's agreement to the request for additional funding which has been noted.

## 7. ANY OTHER BUSINESS:

- a) Discussion regarding "Briefing Meeting" for those attending JLP Public Examination, in order to give thought to what questions might be asked and the answers. Different groups would have different angles and emphasis but it was important to have the same underlying thread in the responses,  
**ACTION:** *Tuesday 13<sup>th</sup> Feb 7pm was suggested as date for the meeting. BT to ask Modbury Inn if one of the back rooms would be available.*
- b) AT informed the meeting that David Parkes SHDC, Community Housing Fund lead continues to be interested in funding a project in Modbury, but nothing specific has yet been proposed.
- c) AT spoke of the document she had circulated from the Strategic Planner, Tom Jones (regarding different models of housing delivery) which included his request for comments. AT reported that she had forwarded any responses she had received to Tom Jones.

## 8. DATE OF NEXT MEETING:

**Monday 19<sup>th</sup> February 2018 7pm in the meeting room of Memorial Hall**

***\*N.B. different day of the week to usual.***

MEETING CLOSED at 20.45

AW 02.18

## APPENDIX A

### PROGRESS UPDATE: JANUARY 2018

#### Supporting Documents

1. Statement of Consultation: Alison & Ann/ Lee: Initial draft, finalise approx. 1-2 weeks
2. Statement of Basic Conditions: Lee: In preparation, approx. 1-2 weeks
3. Monitoring Framework: Lee: In preparation, approx. 1-2 weeks
4. Sustainability Appraisal: Lee: In preparation, approx. 1-2 weeks
5. Maps and Layout: Charlotte & Ann with SHDC design team: Maps produced in draft (for discussion), layout/ photographs discussed and await preparation, approx. late January.
6. References and appendices: Ann: in preparation
7. Acknowledgements: Alison: In preparation
8. Foreword: Ann & Bernard: To do
9. Preparation for consultation period: NPG with support from PC.
  - Publicity: Input needed to set up and manage information sessions, write leaflets/ posters. SHDC will print/help with design if required.
  - Suggestions – Public display in Memorial Hall, possible dates Feb 24<sup>th</sup>/ Mar 3<sup>rd</sup>. Information sessions in PC office on a Sat morning/information session in Health Centre ( to be discussed).
  - Website info & blog: Daniel. Insert in Messenger.

## **APPENDIX B**

**Cc:** SW-Neighbourhood Planning

**Subject:** RE: Modbury: Advice re Regs 14, 15, 16 etc

Hello Ann

I think I'm right in saying that you haven't yet carried out your formal Regulation 14 consultation yet? This will obviously need to be completed prior to submission to us at Reg 15.

Reg 14 states:

- 14.** Before submitting a plan proposal to the local planning authority, a qualifying body must—
- (a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—
    - (i) details of the proposals for a neighbourhood development plan;
    - (ii) details of where and when the proposals for a neighbourhood development plan may be inspected;
    - (iii) details of how to make representations; and
    - (iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;
  - (b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and
  - (c) send a copy of the proposals for a neighbourhood development plan to the local planning authority.

Normally NP groups publish a notice on their website with a link to the draft NP, and provide hard copies for inspection at one or two accessible locations in the parish (PO and parish office are ideal). Publicising it in a parish newsletter is also a good idea. You also need to consult the 'Schedule 1' consultees and the Local Planning Authority (us) – by email with an attachment is fine – and I am attaching the wording of Schedule 1 and an example list from Thurlestone which should help you put together your own consultees list.

When it comes to Reg 15, you can submit all the necessary documents to us by email. We will then be responsible for publicising it and consulting on it at Reg 16 and subsequently organising the examination and referendum. We will only publish the plan online for this, although you can choose to publicise the Referendum and distribute the plan in any way you see fit, provided that you don't actively campaign for a 'yes' vote.

I hope this answers your questions but do let me know if not,

Best wishes,

Mandy

**Mandy Goddard | Neighbourhood Planning Officer**  
South Hams District Council | West Devon Borough Council  
[mandy.goddard@swdevon.gov.uk](mailto:mandy.goddard@swdevon.gov.uk) | 01803 861279

*My normal working days are Monday, Tuesday and Wednesday*