

## **MODBURY NEIGHBOURHOOD PLANNING GROUP (MNPG)**

**Final minutes of the meeting held on Tuesday 7<sup>th</sup> August 2018 19:00 -22:00 in the meeting room at the Memorial Hall.**

**Present:** Ann Turner (AT) Chair, Charlotte Rathbone (CR), Andy Rathbone (AR), Alison Wood (AW) Minutes Secretary

Co-opted Members: Phil Smith (PS), Nicky Crawford (NC), Nicky Shepley (NS) Parish Councillor, Colin Whybrow (CW) Parish Councillor, Jeff Booth (JB),

**Apologies:** Burda Gage (BG), Mark Lawrence (ML), Rosemary Parker (RP), Jon Sullivan (JS), Dan Turner (DT), Phil Jolly (PJ) Treasurer, Bernard Taylor (BT) Chair of the Parish Council

Before meeting started AW asked if all present agreed for to her record the meeting, in the interest of providing accurate minutes. All agreed.

### **1. DECLARATION OF INTERESTS:**

AT advised that development sites may be discussed during the meeting.

There were no declarations of interest

### **2. MINUTES OF LAST MEETING AND MATTERS ARISING:**

- a) The minutes of the last main MNPG meeting (19.02.18) had been distributed by e-mail and copies were also given out at the meeting. PS noted that his name had been missed off the list of those who had attended this meeting. AW apologised for this error, which she would amend. With this amendment in place, the minutes were agreed an accurate account. AW to forward them to Sacha Hagar, Parish Clerk for the information of the Parish Council and to Daniel Turner for them to be uploaded onto the MNPG website.
- b) Matters arising the Joint Local Plan (JLP) has yet to be published following public examination.
- c) There are ongoing discussions and developments regarding play areas, to be discussed later in the meeting.
- d) AW provided a written summary of the progress and events since the last meeting (19.02.18). *(See appendix A).*

AT explained that of part of the delay in calling a meeting had been because she had been awaiting the outcome of the JLP inspection. The publishing of JLP would have allowed South Hams District Council (SHDC) to give definitive feedback on the allocation of development sites. However in the meantime there were other responses to the consultation which needed to be discussed.

### **3. CONSULTATION RESPONSES AND AMENDMENTS TO DRAFT PLAN:**

- a) AT thanked AW for compiling template for responses and considered that using this template was an easier way to address the MNPG responses, rather than trying to begin entering them in the Neighbourhood Plan (NP) at this stage
- b) The meeting then looked through the Draft Modbury Neighbourhood Plan Schedule 1 Report. See separate doc. *"Revisions from meeting of 07.08.18 of Draft Modbury Neighbourhood Plan Schedule 1 Response Report"*

### 3. CONSULTATION RESPONSES AND AMENDMENTS TO DRAFT PLAN (continued)

c) **Brief** notes on summary of actions for MNPG members from responses report are as follows:

(N.B. Page reference refers to the response report where more detail can be found)

- AT To seek advice from Lee Bray (LB), independent planning consultant, re:
  - Page 1 and 2 inclusion of Village Design Statement in policies
  - Page 4 how to express community priorities without being restrictive to future opportunities that may arise.
  - Page 7 re: referencing Schedule 1 consultation organisations responses in NP
  - Page 8 re: settlement boundary RA2 and AONB.
  - Page 10 Sustainability Appraisal MNP3 “positive impact on landscape”. Does it refer to all sites?
  - Page 12 landscape assessments for site C
  - Page 15 DCC parking provision in policy or preamble?
  - Page 16 How to express robustly that safe pedestrian access to town centre, school and recreation ground is fundamental to community life and the economic viability of the town and not an unnecessary obligation for SHDC/developers.
  - Page 18 advice re last sentence of MNP11 because some of list appropriate for S106/CIL and some is not.
  - Page 19 Policy re skylines possibility of being restrictive for renewable energy
  - Page 21 Highways as well as seeking feasibility studies should MNPG provide examples e.g. HGV restriction.
- ML Page 2 is seeking information re: housing numbers both re: second homes and affordable housing
- PS Page 2 to provide reference/ info on affordable housing
- CR: Page 3 to revise Map 4 to delete one way and relief road  
Page 5 Map 9A identify Modbury town  
Page 8 Map 2 redraft settlement boundary  
Page 10 Map 6b reword to “accessible green space”
- CW Page 3 and Page 17 provide references regarding rural economy
- AR Page 3 provide example of both an “important view” and page 5 “veteran tree”
- AR and JB to consider appropriate examples of community renewable energy schemes.
- AW
  - Page 5 check re names of some of bio diversity sites
  - Page 6 check NPPF para 76 and 78
  - Page 14 Check reference for Modbury Heritage Trails
  - Page 17 check re DEV8 in Joint Local Plan
  - Pages 22 and 23 look at cross referencing with OSSR and JLP and other references regarding well-being policies.

#### **4. TREASURER'S REPORT**

Thanks was given to Phil Jolly for providing Treasurer's report (see Appendix B). Balance is £ 59.29, so in order to proceed with NP, AT is exploring options for applying for further funding.

#### **5. ANY OTHER BUSINESS**

- a) CW spoke of a small task group having been started to explore play options in the town. Funding for topographic survey of land around the Memorial hall has been agreed and a tenders submitted to the Parish Council. What the town needs is a central accessible play area. Currently all the equipped play areas are all on one side of town. The small pocket park planned by Bloor Homes on RA1 is not replacement for the play area behind the Memorial Hall.
- b) AT informed the meeting about an e-mail from Rob Ellis (SHDC) who is involved with community housing fund projects. Rob remains keen to deliver Community Housing Fund project in Modbury. However an appropriate location needs to be sought with a landowner willing to sell land for price that would be accepted for social housing. Rob Ellis looking to PC/MNPG to suggest possible sites. AT thought it would also be useful to look at other models of housing locally.
- c) AT thanked everyone for staying for what had been a very long but constructive meeting.

**DATE AND TIME OF NEXT MEETING TO BE ARRANGED.**

**MEETING CLOSED AT 22.00hrs**

## Appendix A

### **PROGRESS AND EVENTS SINCE LAST MNPG MEETING ON 19<sup>TH</sup> FEBRUARY 2018.**

1. JLP Public Examination
2. Setting up Consultation exhibition .Thanks to CW for a professional well organised lay out.
3. March 3<sup>rd</sup> date for exhibition postponed because of snow
4. Fliers delivered to all houses within the town regarding new date March 17<sup>th</sup> and the ways in which responses to the Neighbourhood Plan could be made via website or in writing to the Parish Office.
5. Exhibition held on March 17<sup>th</sup> (despite Six Nations Rugby Final and more snow !50 + residents attended!)
6. Consultation Period March 17<sup>th</sup> –May 5<sup>th</sup>
  - Members of MNPG joined Parish Councillors in their open office Saturday morning slot on March 24<sup>th</sup>, April 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> and May 5<sup>th</sup>, in order to be available for any queries residents may want to drop in and ask.
  - Schedule 1 Consultation of organisations whose interests might be affected by the proposals in the draft NP, as per Neighbourhood Planning regulation 14.  
67 organisations were e-mailed with a copy of the draft plan and their comments invited.
7. June 19<sup>th</sup> MNPG meeting with new SHDC Neighbourhood Planning Officer, Duncan Smith and Lee Bray (independent planning consultant). Purpose of meeting for Duncan to look round Modbury to help in his understanding of the issues raised in NP and for him to outline the background to the feedback that would be given by SHDC to draft NP consultation.
8. Meetings to discuss play park provision 21.02.18 and 16.07.18
9. Meeting to begin discussions regarding how Community Action Plan might be implemented

Appendix B  
**TREASURER'S REPORT**

**MODBURY NEIGHBOURHOOD PLANNING GROUP  
 FINANCIAL INFORMATION  
 for the period 1st April 2017 to 31st July 2018**

	Parish Fund		'Locality' Restricted Fund	
	£p	£p	£p	£p
<b>TOTAL FUNDS b/fwd as at 1st April 2017</b>		£ 21.34		-
<b>INCOME</b> 1st April 2017 to 31st March 2018				
Grant from Modbury Parish Council 1Apr17 - 31Mar18		2,500.00		
Add. Grant from Modbury Parish Council 1Apr17 - 31Mar18		1,250.00		
Grant from 'Locality' 16May - 15Nov 2017				3,643.00
		<u>£ 3,771.34</u>		<u>£ 3,643.00</u>
<b>EXPENDITURE</b> 1st April 2017 to 31st March 2018				
Room hire - NPG meetings		(175.00)	(140.00)	
Daniel Turner - website maintenance inv 10,11 & 12			(360.00)	
Lee Bray - consultancy inv 0005, 6, 7, 8 & 9			(3,175.60)	
Lee Bray - consultancy inv 0010,11		(1,581.85)		
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)		
C. Rathbone - printing (ex VAT £26.20)		(131.00)		
C. Whybrow - printing MM inserts		(179.00)		
C. Whybrow - Nimlock brackets (ex VAT £6.40)		(31.99)		
C. Whybrow - add printing MM inserts		(39.00)		
C. Whybrow - exhibition expenses		(53.87)		
A. Turner - admin expenses (ex VAT £1.33)		(41.64)		
A. Wood - admin expenses (ex VAT £1.76)		(12.06)		
SHDC - Draft Plan design & print (ex VAT £97.22)		(486.11)		
SHDC - additional Draft Plan printing (ex VAT £9.74)		(48.66)		
Design Element - design/aw for exhibition/inserts		(612.00)		
				<u>(3,675.60)</u>
		<u>£ 91.89</u>		<u>£ (32.60)</u>
<b>Transfer of funds to meet Locality Grant shortfall</b>		<u>£ (32.60)</u>		<u>£ 32.60</u>
<b>TOTAL FUNDS AVAILABLE AT 31st July 2018</b>		<u>£ 59.29</u>		<u>£ 0.00</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 process is now complete as we have received the maximum £9,000.
- 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)	360.00	(360.00)	-
Room hire (Modbury Memorial Hall)	140.00	(140.00)	-
Debit balance cleared from Parish Fund		32.60	32.60
	<u>£ 3,643.00</u>	<u>£ (3,643.00)</u>	<u>£ 0.00</u>

- 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.
- The above position was agreed to Parish records as at 16th April 2018 and there has been little movement since.

Appendix B  
**TREASURER'S REPORT (continued)**

**MODBURY NEIGHBOURHOOD PLANNING GROUP  
 FINANCIAL INFORMATION  
 INCOME & EXPENDITURE 2015 - 2018**

	Period 1Jan - 31Mar15 £p	Year to 31-Mar-16 £p	Year to 31-Mar-17 £p	Year to 31-Mar-18 £p	Period 1Apr - 31Jul18 £p	TOTAL £p
<b>INCOME</b>						
Modbury Parish Council grants	200.00	330.00	500.00	3,750.00	-	4,780.00
Groundwork Locality grants	-	-	5,356.93	3,643.00	-	8,999.93
	<b>£ 200.00</b>	<b>£ 330.00</b>	<b>£ 5,856.93</b>	<b>£ 7,393.00</b>	<b>£ -</b>	<b>£ 13,779.93</b>
<b>EXPENDITURE</b>						
Lee Bray consultancy for the Neighbourhood Plan for the Joint Local Plan	-	-	(3,065.70)	(3,363.10)	(561.85)	(7,010.65)
Room hire - NPG meetings	-	(16.00)	(251.00)	(295.00)	(20.00)	(582.00)
Daniel Turner - website maintenance	-	-	(1,080.00)	(380.00)	-	(1,440.00)
Website registration & hosting fee	-	(86.11)	(137.30)	(105.87)	-	(329.28)
Adobe Acrobat Pro subscription	-	-	-	(21.07)	-	(21.07)
Devon Wildlife Trust survey	-	-	-	(64.50)	-	(64.50)
Postage (Housing Needs Survey)	(72.61)	-	-	-	-	(72.61)
Refreshments at public consultations	-	(62.00)	-	-	-	(62.00)
Exhibitions/workshops	-	-	(280.84)	(1,048.86)	-	(1,327.70)
Questionnaire printing, postage & input	-	-	(1,243.03)	-	-	(1,243.03)
Printing & distribution of Draft Plan	-	-	-	(534.79)	-	(534.79)
General admin printing, stationery, ink etc.	-	(53.00)	(18.00)	(149.51)	-	(220.51)
	<b>(72.61)</b>	<b>(217.11)</b>	<b>(6,075.87)</b>	<b>(6,753.20)</b>	<b>(601.85)</b>	<b>(13,720.64)</b>
<b>INCOME LESS EXPENDITURE</b>	<b>£ 127.39</b>	<b>£ 112.89</b>	<b>£ (218.94)</b>	<b>£ 639.80</b>	<b>£ (601.85)</b>	<b>£ 59.29</b>
<b>CUMULATIVE TOTAL FUNDS at period end</b>	<b>£ 127.39</b>	<b>£ 240.28</b>	<b>£ 21.34</b>	<b>£ 661.14</b>	<b>£ 59.29</b>	<b>£ 59.29</b>

PMJ/7th August 2018