

## **STRETE NEIGHBOURHOOD PLAN – STEERING GROUP MEETING**

Minutes of the meeting held in the Parish Hall at 7pm on Monday 18th January 2016.

Administrator - Ralph Clark

Present - Steering Group Members:

David Ferguson	Claire Smith	Martin Sobey	Andy Pound
Pam Wills	Mark Hanson	Harry Fenton	Louise Newman
Kate Gill			

Apologies: Jeremy Swainston David Rothwell Giles Helliwell

Non-attendees: Richard Soans Malcolm Hollis

Working Group Members:

Liz Ferguson	Jill Welham	Penny Penhale	Jane Hall
Graham Campbell	Andrea Phillips		

With the sad loss of Ian Coates from the Steering Group, RC enquired if there were any volunteers to take up the vacant position.

Subsequent to the meeting Liz Ferguson has offered to take up the position.

It is important that the Steering Group maintains its numbers to ensure the workload is evenly shared and provides necessary input into the vision needed in developing a Neighbourhood Plan that is democratic and transparent for the community.

Anyone wishing to become a member of the Steering Group or willing to help out as a volunteer with Working Group members should contact any existing member or Ralph Clark through [ralphclark@lineone.net](mailto:ralphclark@lineone.net).

Minutes of the meeting held on 7<sup>th</sup> December 2015 were reviewed and approved.

RC greeted everyone to the meeting and summarised developments since December.

RC brought the meetings attention to the recent newsletter sent out by SHDC in respect of their new Plan. This advised their objective of submitting their Plan for independent examination in the Autumn/Winter of 2016.

The newsletter provided a link to Land Availability where Land Assessments in various parts of South Hams had been carried out on land offered for development.

RC presented the meeting with details of the site assessment for Strete.

This shows the site to be Cox's Field and, although no planning application exists for this site to be developed, the site assessment conclusion states 'Limited constraints and / or constraints which can be overcome' apply to this site.

It should be noted that the site assessment also includes the following:

Strete has limited provision for local services e.g primary school.

The local primary school is in Stoke Fleming where there is limited capacity and contributions towards facilities may be required from new development.

The designated secondary school is Dartmouth Academy which has capacity for additional pupils but contributions to facilities and transport may be required from new development

This information will need to be considered later in the development of the NP in conjunction with other evidence that may become known

1. The grant application submitted before Christmas for various costs associated with developing the Neighbourhood Plan has been approved.  
This totals £1,900 and includes for the following:
  - a) Upgrade of Strete Website to accommodate the requirement to include details of the Neighbourhood Plan
  - b) Hire costs of Strete Parish Hall
  - c) Various publications and printing costs for the Household Survey.
2. A draft two-part Household Survey document was presented to the meeting. This had been prepared from the various summaries received from the Working Groups in respect of the comments raised at the Open Meetings held in 2015. Each Working Group had been tasked to summarise the various categorised comments from the open meetings to enable inclusion in the proposed document with basic facts / comments / evidence in respect of the various issues.
3. RC advised the meeting that final version of the Housing Need Survey was with the Parish Council and that a request for this to be made available would be submitted.

RC advised the meeting that the draft Household Survey documents would be circulated to all Steering Group and Working Group members for consideration and comment.

RC requested any amendments to be hi-lighted in red and for these to be returned by email including copying to all members for information and any further comment.

The meeting was asked to consider the method for delivery and collection of the Household Survey. It is hoped to deliver the survey before Easter and collect after the Easter Holiday. A prize draw of £100 was proposed as part of the process to encourage community members to complete and return the survey. This would be based on 'the first one drawn from the hat' or similar.

### **PROPOSED TIMESCALE**

The next meeting will be 8<sup>th</sup> February 2016 at 7pm in the Parish Hall – The objective for this meeting will be to finalise the survey document and supporting booklet statements. This will allow arrangements for the Household Survey documents to be discussed and finalised with the publishers and for printing to be completed before the meeting in March.

07/03/16 – Confirm arrangements for delivery and collection of the survey documents. Consider the process for collating the responses in the returned survey documents.

The meeting closed at 8:30pm