

# **Minutes of the Neighbourhood Plan Steering Group (NPSG)**

## **Virtual Meeting via Zoom**

**Monday 23<sup>rd</sup> November 2020 at 7.30pm**

**Present:** NPSG Members: Alison Alexander (Chair), Mike Loverock, Cheryl Loverock, Tom Lowry, Andrew Mogford, Chris Timpson, Ian Catherall and Bruce Thorogood

**Attending:** Karen Smith (Clerk) and 3 Members of the Public

### **1) Parishioners Time**

Members of the public present have expressed concerns regarding one particular site proposed for allocation and will compile a list of details questions for the NPSG to address at the next meeting. It was clarified that the NP will draw up new settlement boundaries and that no formal Designated Development Area exists – the NP will decide where new development should go.

### **2) Apologies – Jacqi Hodgson**

### **3) The minutes from the 10.11.20 meeting were approved.**

### **4) Declaration of Interests**

Interests were declared, as per previous meetings:

- Alison Alexander (Chair) declared a financial interest in Site 8.
- Ian Catherall declared a financial interest in Site 4.
- Tom Lowry declared a personal, non pecuniary, interest in Site 21.
- Bruce Thorogood declared a personal interest in Site 13, being his next neighbour; also in Site 8, being across the road (non visual); and also in Site 10, being across the valley (visual).
- Chris Timpson declared a personal interest in site 8, being next door and visual.

### **5) Finances**

Chris confirmed the current Locality Grant runs until March. Chris/Karen are monitoring the position against grant. In due course the group could consider winding up the current funding early and apply for the next tranche. To be decided at a future meeting.

### **6) Request for a meeting with Parishioners**

The meeting to address the questions of the concerned parishioners will be held on Monday 7/12/20 via zoom. Q&A will be shared ahead of that meeting. The meeting will be open to all.

### **7) Housing Policies 4 and 5 – latest version**

SNP4 - 7) needs further explanation. Current planning guidance (in the Supplementary Planning Document) indicates that houses should provide own on plot parking as follows:

1 space for a 1 x bed; 2 spaces for 2-3 bed and 3 spaces for 4+ bed. The group must decide on the off-road parking requirements relevant to the Parish.  
SNP5 - g) needs addition of relevant policy.

#### **8) Housing Development Strategy**

Tom updated that some redrafting work is still required to make this text part of the Plan. Tom will annotate further changes a different colour text for clarity.

#### **9) Allocation Grid with added Comments Column**

This document would be part of an Appendix to Site Assessments within the Plan. A summary document of the Assessment Process needs to be written as part of the supporting documents. Alison will seek Lee's view.

It was agreed that more work is needed to ensure that the sites allocated do fit Policy SNP 4 - 7) in terms of required space for parking per no./size of dwellings. Visitor spaces for a group of houses will be considered where appropriate. The group were mindful of the expectation to deliver more parking balanced against adding cost to Affordable Housing. Ian will clarify the parking provision in the Beara development plans (Site 28).

It has been confirmed that the owner of Site 29 is happy that the 5 affordable units proposed could be self-build (like the Broadhempston Site).

Although feedback is still awaited from Duncan Smith regarding the Shropshire policy approach, he is more positive over Site 29 than originally believed. Mike has chased Rob Ellis for his feedback. Rob can assist with costing sites for affordable housing. Rob was open to the Shropshire policy, understanding that rural parishes need different criteria, however he thought it would be challenging to get it through.

Site 15 was removed from the group's working allocation at the last meeting. Although removed from the working allocation list for potential housing development, it was agreed that the NP should have a plan for that Site. It has extant planning permission for office space and the NPSG would support office premises in that location, giving potential for generating income and employment in the community.

#### **Next steps**

- It was agreed to wait until the meeting with Parishioners on 7/12/20 before any communication out to landowners.
- Duncan will be pressed for a final steer as to whether SHDC will support the NPSG's approach. His feedback is also needed before any communication out to landowners.
- Alison will draft a letter to landowners in the interim. Letters will need to be individually detailed to explain why their own site has not scored so highly. The group aim is that landowners receive a communication before Christmas.

#### **10) Timetable for work pre reg 14**

- Draft Plan requires edits.
- Energy Efficiency needs to be right at the beginning – Alison will send Lee the Vision Statement again.
- Need to look at the documents to support the plan and decide what goes into Appendices.
- Lee should write the Statement of Basic Conditions.
- Need to produce a Statement of Consultation – this is a factual statement of all the consultative steps and responses received and will be a big document to provide all required evidence. Lee will provide the template, group will compile what required.
- The Housing Needs Survey needs to be drawn into a proper document. Tom to circulate Thurlestone document as a proposed template, group to consider how to proceed.
- Assessment Evidence - Alison to collate Lee's assessments, the NPSG's assessments and the final ranking of sites and all respective commentary.
- Karen to provide Alison with the Climate Emergency Motion and the Climate Emergency Declaration wording made by the Parish Council in April 2019.
- Alison to ask Lee how to best present everything.

Newton & Noss was raised as an example of documentation required – Tom to circulate link. Information on listed buildings is available on the South Hams website.

#### **11) Correspondence – Nothing further received**

**12) Date and form of next meeting** – Monday 7<sup>th</sup> December at 7.30pm. This will again be a virtual meeting and is open to all. Following that, Tuesday 15<sup>th</sup> December at 7.30pm will be scheduled and will be the last meeting prior to Christmas.

Meeting closed 9.00pm

Karen Smith, Clerk