

Minutes of the Neighbourhood Plan Steering Group (NPSG)

Monday 10th January 2022 7.30pm (via Zoom)

Present: NPSG Members: Alison Alexander (Chair), Ian Catherall, Mike & Cheryl Loverock, Andrew Mogford and Ed Vidler

Attending: Karen Smith (Clerk) and 1 Member of the Public

1) Parishioners Time – None.

2) Apologies – Bruce Thorogood

3) Approval of Minutes – the minutes from 20/12/21 were approved.

4) Matters Arising - Nothing further discussed here.

5) Declaration of Interests and Dispensations relating to particular Sites

- Alison Alexander (Chair) declared a financial interest in Site 8.
- Ian Catherall declared a financial interest in Site 4.

6) Finance

The next grant of £4,000 is not yet in, but Ed has had informal confirmation.

7) Update on Site 28

The Beara Site has received Conditional Planning Approval and will need to commence development within the next 3 years, subject to conditions. The NPSG are aware that the site is up for sale, but agreed that the Plan carries on unaffected.

8) Regulation 14 – 6 week consultation

- The draft Plan is expected back from Jason at SHDC mid week. Alison will circulate to group on receipt – any adjustments are to be flagged immediately.
- Phil Nixon will post consultation documents onto the Website and ensure that the Response Form, created by the group, has a 'SUBMIT' button. Aim is to get documentation onto the Website by Monday 24th January (Weds 26th latest). Items for Website: Letter to Parish, Draft Plan and Appendices – Maps/Site Assessment/Evidence Paper, and Response Form.
- A dump email address to be created for receipt of feedback responses – Mike to liaise with Phil.
- Cheryl to update Letter to Parish as discussed and circulate round group. It was agreed important to say Your Staverton Parish NP and that this is the last chance for people to have their say.
- Letter to go out to Parish by Email – Phil to handle.
- Group to ensure those not on email list, get a paper copy of letter and are directed to where they can view documentation.
- It was agreed that copies of Plan will not be placed in the Village Halls, as they are unmanned. Ian will liaise with the Live & Let Live to ensure they are happy.
- Dates proposed for the actual consultation are: Saturday 29th January – Saturday 12th March.

- Publicity in general – letter to Parish to go on 2 x Noticeboards (Alison/Ian); Posters re Open Days (Cheryl); Banners – quote for updating from Jason (Mike/Cheryl). ALL PUBLICITY ON NOTICEBOARDS, TELEGRAPH POLES ETC TO BE REMOVED AFTERWARDS.
- Letter to statutory consultees – should refer to Staverton Parish, Devon and add thanks for their time in reading/commenting. (Cheryl to update draft. Alison to send out to prescribed statutory list, retaining file PDF).
- Feedback Form was agreed, subject to Clerk amending table.
- Presentation Slides – aim 5/6, order and relevance discussed. Give explanation as to why no allocation made in Staverton and that the Plan is a **compromise**, as it has been impossible to allocate to both ours & SHDC's satisfaction. The Group's original desire to place individual houses within named hamlets to minimise impact was ruled out by SHDC. People need to understand this is our best vision for the community within the constraints presented by the JLP. Boundaries & Memory X to be covered as & when brought up – extra slides can be produced to expand on a theme if required. Vision Statement to be added within the slides and important to say that the Neighbourhood Plan is a government led initiative to give local people a say etc. Explanation to be taken from Questionnaire. Affordable Housing situation to be clarified – not as we had hoped it would be. Opportunity for exception sites to be put forward needs clear explanation (Tom?). (Alison to draft set of Presentation Slides and circulate.)
- Open Meetings 29/30 Jan – all windows & doors open, encourage masks, which will be provided with sanitiser at the door. Any verbal comments made at Open Meetings must also be submitted via the feedback forms at the venue or submitted online after. No verbal comments will be taken forward. (Pens & Forms to be provided at venue)

9) Date of next meeting – Monday 24th Jan 7.30 Zoom

Karen Smith, Clerk