

STEERING GROUP MINUTES

MEETING No. 1

4.00 pm Thursday 3rd November 2016, Frogmore Village Hall

Present: Nigel Smith (NS), Su Beswick (SB), Keith Turner (KT), Peter Hadley (PH).

| Ref | Item | Action |
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| 1 | Neighbourhood Planning Area | |
| 1.01 | It was agreed to designate the entire parish and propose the incorporation of a triangle of land within Stokenham /Chillington parish at the eastern end of Mill Lane/Mill Farm to include the seven properties closely related to Frogmore for their services and village community activities. (Map appended). | |
| 1.02 | Agreed to request Stokenham PC clerk Gill Claydon to raise this with Stokenham Parish Council. | Note |
| 1.03 | Action taken: Letter with map sent to Gill Claydon, plus phone call. Telephone discussion with Piers Spence, Stokenham PC Chair, who suggests that we raise the issue at the 17th Nov. Stokenham PC open forum and further, provide written support for the request from affected residents. Further action: 16th Nov. 2016: SB reports that one resident does not support inclusion of the Mill Lane/Mill Farm triangle and thus this will be omitted. | PH PH/SB Note |
| 2 | Purpose of the Steering Group | |
| 2.01 | Agreed: To prepare a Neighbourhood Plan for the parish of Frogmore and Sherford in consultation with the parish community. | Note |
| 3 | Composition of the Group | |
| 3.01 | For start-up efficiency a relatively small representative group was an agreed approach. Once the Plan area and policy issues are identified through initial public consultations, then the Group may expand its membership or appoint individuals or project groups to research and study defined policy topics. | Note |
| 3.02 | A steering group membership application invitation had been published in 'Keep in Touch' and 'The Croak', covering the whole parish. Responses to be monitored / reported. | NS/PH |
| 3.03 | Noted: PH advised that one former Parish Councillor was considering joining. Interest to be confirmed. | PH |
| 3.04 | It was agreed to that a young family representative would be valuable. SB to follow up a potential 'candidate'. | SB |
| 3.05 | Agreed that a recently arrived Willows Close resident with an active interest in local planning matters should also be followed up. | SB |
| 4 | Membership & Governance | |
| 4.01 | The Parish Council is the 'qualifying body' in respect of the Neighbourhood Plan. | |
| 4.02 | Declarations of interest will be required in accordance with Parish Council standing orders. The Group is to keep its own register of members' interests. | |
| 4.03 | Voting (if required) will be in accordance with Parish Council procedures and subject to a quorum of members. | Note all |

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| 4.04 | The Steering Group will submit regular reports/ minutes to the Parish Council. | Note |
| 5 | South Hams District Council | |
| 5.01 | The SHDC's published Neighbourhood Planning 'Protocol' is to be followed as far as possible. This specifies liaison with an SHDC appointed 'Lead Officer' and meetings as follows: <ul style="list-style-type: none"> I. Introductory meeting – to be held with all group members and Parish Councillors. II. Start up meeting - to be arranged when the NP designated area is formally agreed. | Note |
| 5.02 | In practice SHDC's Neighbourhood Plan 'team' is planning officer, Sarah Packham (SP) who currently works a 2-day week. She suggested that, unless we need specific guidance, the Introductory meeting is unnecessary and we should submit the proposed neighbourhood area plan as a first step. | Note |
| 5.03 | Action taken: As requested SP has provided a parish boundary map, sufficient in detail for our application purposes. | PH |
| 6 | Neighbourhood Plan 'framework' | |
| 6.01 | It was agreed that an initial draft framework should be prepared as a basis for discussion and formatted for community consultations. | Note |
| 6.01 | The title chosen should be inclusive, e.g: Our Frogmore & Sherford Community NEIGHBOURHOOD PLAN | Note |
| 6.02 | The main themes may best be grouped under the headings: Sustainability: Community facilities, environment, employment. Housing: Local housing need, affordability / tenure, demographics, infrastructure. AONB: Open space amenities and protection of our countryside. | Note |
| 6.03 | Noted: Jo Smith was involved in producing the October 2005 Frogmore & Sherford 'Parish Plan and Report'. Copies to be circulated to the Group for reference. | NS/PH |
| 7. | Programming / next steps | |
| 7.01 | It was noted that the whole process might take 18 -24 months, dependent on step-by- step progress. | |
| 7.02 | The steps: <ol style="list-style-type: none"> 1. Submit Neighbourhood Plan area designation map to SHDC for their approval (not to be withheld in the case of the existing parish boundaries). 2. Request SHDC appointment of 'Lead Officer' and take advice. 3. Identify funding resources and professional support options. 4. Initiate research (local demographics, prevailing planning policies etc.) as required. 5. Prepare the Neighbourhood Plan framework. 6. Organise/engage in a first stage community consultation programme. 7. Refine the Plan in line with community feedback. 8. Organise/engage in second stage community consultations 9. Seek SHDC agreement to the final plan and submit for 'Inspection'. 10. Once approved the draft Plan will be put to a local referendum. 11. If/when endorsed by a majority, the Neighbourhood Plan attains the same legal status as the Local Plan and becomes part of the statutory Development Plan through which planning permission are determined. | Note |
| 8 | Next Meeting To be scheduled following designated area map submission. | Note |

Our Frogmore & Sherford Community NEIGHBOURHOOD PLAN

Circulate:
Those present

Appendix:
Mill Lane / Mill Farm House

Hatched area lying outside the Frogmore & Sherford Parish boundary to be incorporated if agreement can be reached with Stokenham Parish Council.

