

Steering Group

Meeting No. 10

Notes and action arising from Steering Group meetings held 2nd and 3rd October 2018.

Present: 2nd Oct: David Jinks (DJ), Amanda Starkey (AS), Keith Turner (KT), Peter Hadley (PH).

Present: 3rd Oct: Nigel Smith (NS) Jo Smith (JS), Ravinder Balasingam (RB), Alison Balasingham (AB), Ben Johnson (BJ), Peter Hadley (PH).

Ref	Item	Action
1	Agreed to invite Duncan Smith, SH/SW Devon Neighbourhood Planning Officer to meet at Frogmore Village Hall for progress review and advice in reaching stage 14 (NP Examination). Meeting set for 2.00pm, Tuesday 23rd October.	All available to attend
2	Current NP draft to be forwarded to Duncan Smith by 12 th October, to include any updates / amendments notified in the meantime (to PH)	PH
3	Stage 2 draft budget tabled for review. It was noted that allowances were required for (i) land agent costs in respect of defining development land boundaries (NS), (ii) printing say 20 copies of the final report (PH), (iii) photography (DJ). SEA's (Strategic Environmental assessments) may not, however, be required for sites located within existing development boundaries (Duncan Smith to advise further).	All estimates to KT/JS
4	Grant application to be prepared for submission to MHCLG (Our Community), noting that our (remaining) upper limit for a standard NP grant is £4,265 (£9,000 - £4,735 spent at stage 1).	PH /KT/JO
5	It was agreed to engage the services of SHDC's design specialist for graphic map inserts and required siting definitions.	PH to procure cost guidance
6	It was agreed to reappoint Lee Bray as per his proposals and fee quotation dated 28 th September 2018, once a grant award was confirmed.	To note
7	The NPQ (questionnaire) 'combined' village results to be circulated and posted on the website.	PH/BJ
8	The Consultation Draft NP to be reviewed by Group members as follows: Section 3 The Local Environment - DJ (suggested in absentia 3 rd Oct.) Section 4 Development and Design - RB and AB Section 5 Homes and Jobs – NS (jobs), KT, NS and PH (Homes), BJ (Telecommunications and sustainability / energy.) Section 6 Transport, Community facilities and Infrastructure – KT, AS and PH.	Initial comments to PH by 12 th October. where possible
9	Numeric analysis to be undertaken into (i) developments in pipeline (e.g. potentially 8 more dwellings in Sherford) and (ii) dwelling use / tenure divided into unlet second homes, holiday lettings and guest house / B&B accommodation.	KT, BJ, NS for Sherford RB, AB, PH for Frogmore
10	Next Steering Group Meeting: 4.00pm, Thursday 1st November 2018 , Sherford Village Hall.	All

