

## Steering Sub-Group

### Meeting No. 14. 3.00pm, Wednesday, 8<sup>th</sup> Jan 2020

**Present:** Nigel Smith (NS), Ben Johnson (BJ), Peter Hadley (PH) and conference phone, Lee Bray NP Planning consultant (LB).

Ref	Item	Action
1	<b>NP Consultation Draft</b>	
1.01	LB confirmed that he considered the NP draft to be in a form ready for publication for Reg.14 public consultations. The plan is to be accompanied by (i) a Statement of Consultation and (ii) the Evidence base. These required minor additions, referred to below.	Noted
1.02	LB undertook to provide the two additional documents to be made available at Reg 14. These are (iii) the revised Statement of Basic Conditions and (iv) the Monitoring Framework. (Note: these documents were received 9 <sup>th</sup> Jan. 2020)	LB
2	<b>Statement of consultation</b>	
2.01	PH to liaise with SHDC to obtain any additions or omissions to the list of 20 'external' statutory and other consultee organisations. The group to similarly review the list. South Hams CVS, Natural England and Historic England are to be included. (SDHC revised list now received).	PH
2.02	The Statement of Consultation <i>Appendix 4</i> now to be drafted, being the ' <i>Notice of Regulation 14 leaflet delivered to all households and businesses in the plan area</i> '. LB advised that this should be accompanied by (or include) a short plan summary of up to 4 pages in length.	PH
3	<b>Evidence Base</b>	
3.01	LB considered the Evidence Base, as drafted, sufficient for Reg. 14 purposes.	Noted
4	<b>Programme</b>	
4.01	The statutory Reg.14 consultation period is 6 weeks. This may be extended to allow for late responses. It was agreed to provide SHDC (Duncan Smith) with a copy of the plan in advance. (Now issued)	Noted
4.02	It was agreed to aim for an early February Reg. 14 start date. Action to be taken in the meantime:	
	1. Complete all documentation as above and load onto the NP website.	Noted
	2. Prepare an electronic on-line consultation response form for use via the website and the 'Keep in Touch' email service.	BJ
	3. Provide a dedicated contact / address for 'hard copy' consultation responses – mail and /or delivery by hand.	NS PH
	4. Print 50 copies of the NP for use at public meetings. Budget £270 +VAT	PH/NS/BJ
	5. Prepare and issue the Reg 14 notification flyer and plan summary to all parish residential and business addresses by hand.	PH
	6. Prepare posters to be fixed to all parish notice boards.	BJ/PH
	7. Issue consultation notices and the plan to all external consultees via email.	
	8. Book public drop-in sessions at the two village halls – provisional dates as follows:	
	• Sherford: Saturday 10.30 am – 1.00 pm [date to be scheduled]	NS/BJ
	• Frogmore: Friday 2.30 pm – 6.00 pm [date to be scheduled]	PH PH

Our Frogmore & Sherford Community  
NEIGHBOURHOOD PLAN

	<ul style="list-style-type: none"><li>• Frogmore: [Saturday 10.30 am – 1.00 pm [date to be scheduled]</li></ul>	
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Circulate: Steering Group Members, Lee Bray

(PH 200109 / amended 200116)