

MINUTES OF THE MEETING

OF THE THURLESTONE PARISH NEIGHBOURHOOD PLAN STEERING GROUP

Held in the Yeo Room of the Parish Hall on 1 March 2016 at 7.30 pm.

Present: Tony Goddard (Chairman) (AG), Sue Crowther (SC), Peter Hurrell (PH), Kit Marshall (KM), David Martin (DM), Charlie Mitchelmore (CM), Robin MacDonald (RM), Judy Pearce (JP), Chris White (CW).

1. **Apologies:** Gary Luddington (GL), Jill Munn (JM),
2. **The Minutes of the last meeting** held on 2 February 2016 were agreed
3. **Matters arising not already on the agenda:** none
4. **Funding Update:** the amount of government funding requested - £4,915.00 (including VAT) - has been agreed and will run from 1st April. *[This is a conditional offer of grant and will be confirmed, once a due diligence process has been completed.]*
5. **Parish Website update:** Steering Group members had been asked to have a look at the website before the meeting. The Community Engagement Strategy and Community Engagement Meeting post-its have now been put up on the website. Details about the working groups for Homes, Economy and Wellbeing, including their objectives, will follow shortly.
6. **Overview of Neighbourhood Planning and SHDC:** The 'Upfront circular' circulated by TG was full of useful information. New Guidance had been issued about the importance of having up-to-date evidence of housing needs, and minimising conflicts with emerging Local Plan policies. The government wishes to speed up the neighbourhood plan process; government grant funding has been increased from £8k to £9k; and there was an article on community engagement, how necessary it was and how hard it was to do well.
At South Hams DC, the most recent Call for Sites had just closed. JP had a Strategic Planning meeting there later in the week and would be able to update everyone at the next meeting.
7. **Review of the Project Plan and way forward**
 - **Housing Needs Survey:** Getting the questions right to capture market housing needs as well as the affordable had been hard, as this was not usually covered. It is now done, subject to any comments from the

Steering Group. The deadline is Thursday 3 March when we will send the final version to Alex Rehaag at SHDC. It is to be printed and ready for collection by JP on 23 March. Distribution has been organised by RM via the Village Voice delivery network for 1-2 April. SC to clarify whether envelopes were addressed to the occupier at all parish addresses. JP had organised the placing of secure ballot boxes in the Thurlestone and Bantham shops. There will also be pre-paid envelopes enclosed with the survey, if parishioners prefer to use the post. TG will mention the survey in his next VV article.

RM agreed to prepare posters for the shop windows and notices for the ballot boxes. The closing date for returning the Housing Needs Survey is Sunday 24 April.

- **Progress report on existing working groups:**
 - **Homes:** The group had been fully occupied with the Housing Needs Survey (above), which will identify housing needs in the parish. The definition of affordable housing set out in the National Planning Policy Framework is being amended in the new Housing and Planning Bill. JP has written a background paper on affordable housing that will be available on the parish website.
 - **Economy:** PH said the group had four remaining landowners to see. GL had recently met with Nicholas Johnston of the Bantham Estate and the group is planning to meet with the Golf Club and the Hotel shortly.
 - **Wellbeing:** The inventory is complete and the group is considering potential future community projects, including ideas raised at last September's Community Engagement Meeting. Two Family Events had been organised for over the Easter holidays to discuss future facilities. It was very important to engage with 'hard to reach' groups and young families tended to fall into this group because they were very busy. The Parish Hall had been booked for 11am-1pm on 29 March and 5 April. Members of the working groups who had young children themselves were inviting families in and would facilitate at the events.
 - **Setting up of new Resources, Environment, Heritage and Infrastructure working groups:** TG had offered to organise these. The first meeting would be at his house on March 8. CW, RM, JP and CM would attend and possibly, some co-opted parishioners. Objectives need to be set. Traffic was once again discussed, the main issues being the 'rush hours' that usually coincide with school drop off and pick up times, and congestion in the lane to Bantham on sunny summer

weekends. It was agreed that these issues would be kept under review.

The evidence gathering stage of the NP process needs to be completed by **15 April**. It was agreed that everyone should review the SHDC Our Plan newsletters and focus on issues relevant to the parish that should be developed for the NP.

- 8. Questionnaire :** The inception meeting with the DR Company is arranged for 9.30am on 18 April. The final draft questionnaire must be with the DR Company by **9 May**, so that it can go to the printers on 16 May. Suggestions were needed for anyone who could help with the artwork, as the survey would be in full colour. The closing date for returning questionnaires is **27 June**. Volunteers would then be urgently needed for inputting data from the paper copies of the questionnaires between **27 June and 11 July**, although it is hoped that most people will respond online using the survey monkey link on the parish website. Dates are tight and the critical one is getting results from the Housing Needs Survey to feed into the main questionnaire.
- 9. Upcoming Community Events:** Martin Parkes of Devon Communities Together has been booked to talk to a public meeting in the hall at 7.30 p.m. on **12 April**. This needed to be advertised in VV and online. SC would organise posters.
- 10. Ideas for future Community events:** TG would talk to Liz Webb about our attending some of the regular Church lunches, coffee mornings etc. CW will inquire about the WI. Other groups/clubs mentioned were: tennis, sailing, and golf. PH and CM would talk to the 'born and bred' in the parish. There was also a need to make more contact with the young people in the parish. It was emphasised that the plan would be very much under scrutiny at Examination, so we need facts, figures and lots of community engagement.
- 11. AOB:** CM and PH are not on email and JP and TG are to make an extra effort to keep them informed.
- 12. Date of the next meeting:** Wednesday 6 April 2016 at **2 p.m.** in the Yeo Room. **Please note the new start time.**