

## MINUTES OF THE MEETING

### OF THE THURLESTONE PARISH NEIGHBOURHOOD PLAN COMMITTEE

Held in the Yeo Room of the Village Hall on 8<sup>th</sup> January 2015 at 7.30 pm

**Present:** Tony Goddard (Chairman) (AG), Kit Marshall (KM), Jill Munn (JM), Robin MacDonald (RM), Chris White (CW), Charlie Mitchelmore (CM), Peter Hurrell (PH), Bronwen Zaffiro (BZ)

**Apologies:** Ian Bramble, Alan Taylor Bigg

The Chairman welcomed Judy Pearce (JP) as a new member to the group.

**Minutes of the last Meeting:** These were agreed as a true record

**Matters arising:** None which would not be picked up on the agenda.

**Terms of Reference:** The Chairman explained that these needed to be filled in as part of the application for neighbourhood designation already lodged with SHDC. The following were agreed:

- The main aim of the group is to produce a Neighbourhood Plan which will satisfy the SHDC and national regulations.
- Objectives: A Plan to reflect the wishes of the parish and which would at the same time conform with national and local authority planning policies.
- Roles and responsibilities of individual members: these were not specifically allocated, but certain tasks were delegated before the end of the meeting (see below).
- Declarations of interests will be handled as for Parish Council meetings i.e. standard code
- Voting arrangements will be by show of hands.
- Decisions will be referred to the Parish Council as appropriate.
- Reporting and Feedback: Information will be shared with the community via the Village Voice (RM)
- Minutes and feedback from consultations/events will be jointly recorded by AG and JP.
- Resources: the group will be reliant on government grant funds.
- Monitoring and review: It was not felt necessary to set this out at present.

**Action Plan List:** KM had tabulated the SHDC Our Plan topics as this was felt to be a good starting point. A few of these were discounted as not applicable to our Neighbourhood Plan: Town Centre and Retail Policies, the Development Strategy, Clinical Commissioning Groups.

Some topics were felt to be much more important than others, but this would emerge with the prominence given to them in the Neighbourhood Plan and some might have to be mentioned if only to state there was no perceived need e.g. Gypsies and Travellers.

**Sub committees:** The best way forward was agreed to be by forming small *ad hoc* working groups to deal with specific topics and it was decided to tackle the two SHDC draft plan consultations first, splitting Environment and Resources into individual parts.

**Heritage:** GM, CW, JP

**Environment:** KM, CM, PH

**Resources:** RM, AG, BZ

It was agreed that each group should assemble information thought to be relevant for the Plan, to be presented to the next meeting.

**Date of the next meeting: Thursday 26 February 2015 at 7.30pm**