

South Molton Neighbourhood Plan – Draft Minutes of Steering Group Meeting held 5th September

Chair – Matthew Bushell

Vice – Chair – Marc Cornelius

Present: Amy Littlejohns (Advising Consultant), Maria Bailey (Advising Consultant) Steven Edwards, Jean Foster, Peter Bishop, Matthew Bushell, David Worden, Marc Cornelius, Derrica Hodgson, Lyn Winter and Neil Kingdon.

Apologies: Richard Westcott, Peter Bright, Jane Tomlin and Paula Hagley.

Introduction

Chair welcomed everyone to the meeting table. Chair explained due to work and university commitments he wasn't able to assign enough time to overseeing the progress of the subgroups. Therefore, he suggested to the group whether he should step down and allow someone else to take over. Marc was asked first however he was unable to commit. Therefore Jean Foster was asked to Chair this meeting, which she accepted. For the longer term, Amy was asked to ask all the members of the Steering Group if they would like to take over the role.

Before he switched seats with Jane, everyone around the thanked Matt for all this hard work and commitment to chairing the Plan meetings.

Jean moved item 7 (date of next meeting/s) to 2.5 (between agree notes from last meeting and update on timetable).

Agree notes from last meeting

All agreed.

Date of next meeting/s

2nd October at 6.45pm

6th November at 6.45pm – Jean gave this date and said to contact Amy with apologies if you are not able to attend.

Update on timetable

Further to the discussion at the last meeting of revising the timetable, Maria and Amy distributed a realistic timescale of when the Plan would be adopted. The revised timescales indicated the Plan to be adopted in September 2019, but Maria stated that this could be less depending on how long the Local Authority take to consult on the Plan. The timetable was discussed around the table. Marc asked for clarification in relation to advertising site allocations, which Maria explained. Marc also asked to have the timetable revisions numbered, which Amy agreed she would do.

Jean said each subgroup should aim to get the policies finalised before Christmas, which everyone around the table raised no objection too.

Objective Overview

Amy circulated the current objectives from each subgroup. Neil Kingdon added to one of their subgroup (Open Space and Leisure) policies during the meeting and everyone agreed to the addition. Everyone around the table agreed to the current objectives. It was also highlighted that these objectives are not set in stone and can be tweaked during the process.

Subgroup Update –Evidence/ Policy Formation

Maria explained policy formation and that each subgroup need to try and create their own policies to bring to the next meeting. To assist in creating the policies, Amy will find some policy examples and circulate. It was suggested that policy workshops would take place the next meeting (2nd Oct). Amy stated that she would liaise with the Town Council to arrange rooms etc.

Neil Kingdon raised that he had a meeting with Graham Townsend (NDC) earlier the day of the meeting. Graham suggested that he could come along to one of the meetings. The group decided that this would be beneficial once they had policy drafts. It was raised that it was important to invite other members of NDC to subgroup meetings, so they could contribute specialist comment. It was concluded that the completed policy drafts will be sent into NDC to review, and a subsequent workshop with them will be arranged accordingly.

In terms of evidence base, it was discussed to set up a Dropbox where information can be shared between subgroups. It was also pointed out again that it is beneficial to use existing credible evidence to support policies, and that there should be no evidence gaps. If there is, new evidence must be created to ensure the plan is robust.

Subgroups

Parking and Traffic Management – Marc Cornelius, Matt Bushell and David Worden

- Tom Sparkes had emailed stating that he couldn't commit anymore time to the subgroup. The subgroup said they were going to contact him on relation to this. They agreed apart from this the group was okay.

Employment and Business – Peter Bright

- The decision was made to merge with subgroup **Town Centre/Central Area with Business and Employment** – Peter Bright and Matt Bushell. Peter Bright was not present but he did state to Amy that he was trying to arrange a meeting with the MP.

Community (Incorporating Arts, Heritage, Health, Well Being, Infrastructure) – Lyn Winter and Jane Tomlin

- Lyn circulated their policies and explained them. Maria stated that they were a good starting point, and that everyone should thrive to complete something like this for the next meeting. They confirmed the subgroup was okay.

Open Space and Leisure – Neil Kingdon and Marc Cornelius

- Marc and Neil both agreed that the subgroup was okay.

Housing and Associated Parking – Marc Cornelius, Matt Bushell and Steven Edwards

- Marc, Matt and Steven are planning to meet before the next meeting.

Questions

Questions were answered intermittently throughout the meeting.