

## Ringmore Parish Neighbourhood Plan Steering Group

### Minutes of an online meeting held by Zoom, on 27<sup>th</sup> October 2020, at 19.00.

Present: Richard Baker (RB) (Chair), Mike Campbell (MC), Mike Wynne-Powell (MW-P), Micheal Tagent (MT), Malcolm Findlay (MF)

Apologies were received from Rosemary Piercy

#### 1. *Minutes of the previous meeting*

The minutes of the previous meeting, held by Zoom on 20<sup>th</sup> August, were received. These were agreed as an accurate record of proceedings.

There was one matter arising, related to inclusion of a small section of text in red font. It was agreed that MW-P would amend this.

*Action: MW-P to amend red text in previous minutes*

#### 2. *Parish Council meeting on 20th October 2020*

RB noted that the draft Neighbourhood Plan had been very well received by the Parish Council. The Council had been happy to approve the Plan for progression to the next phase, which involves consultation under the terms of Regulation 14

#### 3. *Regulation 14 submission*

##### *a. Loading the website with Reg 14 Draft Neighbourhood Plan*

RB noted that, following approval by the Parish Council, the updated Neighbourhood Plan now needed to be loaded to a website. MW-P also advised that he had succeeded in compressing the Neighbourhood Plan file, leading to a reduction in file size from 90mb to just over 11mb, which would render the file much easier to send by e-mail. He confirmed that, despite the reduction in file size, a good quality PDF document could still be obtained. It was agreed that RB would upload the compressed file to the website advised by MW-P

*Action: RB to upload compressed version of the Neighbourhood Plan, as approved by Ringmore Parish Council*

*Action: MW-P to advise RB of the website address and uploading protocol*

***b. Necessary documents***

RB went over the four documents that would now be required. It was agreed that these would also be uploaded as PDF files.

MC advised that he had gone over the documents making corrections as necessary and improving their presentation.

In addition to the Neighbourhood Plan, the following documents were agreed for submission:

Consultation Statement

Basic Conditions Statement

Monitoring Framework

***Action: RB to upload the documents noted in minute 3b as part of the Regulation 14 submission***

***c. Methods of publicity***

MW-P had produced a draft poster for publicising the neighbourhood Plan consultation period. He explained how the poster was intended to direct parishioners and other interested parties to the website where the Plan can be viewed, and how the inclusion of a QR code on the poster may enhance access to the Plan using a mobile phone. The Group was happy with the layout and tenor of the draft and it was agreed that he would go ahead and finalise it once he had all the necessary confirmed dates, etc.

MC volunteered to attend to printing of the posters in colour, and laminating as many of these as may be required for weatherproof display.

The value of holding online consultation events was discussed. It was agreed that, in light of the information that was already being provided to Parish stakeholders, only one session would be necessary. It was agreed that this would take place on Saturday 14<sup>th</sup> November 2020, from 10.00-12.00.

***Action: MW-P to finalise poster design and content***

***Action: MC to print agreed quantity of posters***

***Action: RB to arrange online consultation session for 14/11/20, 10.00-12.00***

***d. Details of how to make representations***

In advance of the meeting RB had circulated a draft flyer in which **an outline of The Plan** were provided.

It was agreed that copies of **the official notice of Reg 14 Consultation** would be delivered to all households in the Parish, along with copies of the form

for submission of comments on the Neighbourhood Plan. It was agreed that the task of distribution would be shared between Group members.

MC agreed to arrange for a sufficient number of copies of the Regulation 14 background information to be printed for distribution to each Parish household.

*Action: MC to arrange printing of sufficient quantity of Regulation 14 background documents and comment forms.*

*Action: Steering Group members to share task of delivering the above.*

**e. *Date by which representations must be received***

The Group debated how best to allow for the required period of consultation, with an agreed final date for receipt of comments. It was agreed that the Consultation Period should run from 6<sup>th</sup> November 2020 to 18<sup>th</sup> November 2020. This end date for representations would be made clear on all relevant communications.

*Action: All Steering Group members to ensure that the consultation period is advised in written and verbal communications*

**f. *Consultation with qualifying bodies***

The Group discussed how best to consult with the list of qualifying bodies that had been circulated in advance of the meeting. It was agreed to use e-mail so far as possible.

RB went through the list and, in addition to the range of organisations and NGOs that appeared on the list, agreed to notify the farms and businesses that also appeared on the list.

MF agreed to provide an e-mail address for Parkdean Head Office

*Action: RB to manage process of advising qualifying bodies, other organisations and businesses of the advertised consultation period*

*Action: MF to provide RB with Parkdean Head Office e-mail address*

**g. *Letter to SHDC***

RB agreed to draft and send a letter to South Hams District Council

*Action: RB to write to SHDC*

**h. *Hard copies of Neighbourhood Plan***

It was agreed that 15 hard copies of the Neighbourhood plan should be printed off.

Copies will be made available for public perusal at the following venues:

All Hallows Church, Ringmore

Holywell Stores, St Anne's Chapel

Journey's End Pub, Ringmore Village

In addition to the above, four members of the Neighbourhood Plan Steering Group will hold hard copies that can be provided to interested parties on a "short loan" basis.

*Action: RB to arrange for 15 hard copies of Neighbourhood Plan to be printed and made available in designated venues and with four members of the Group in strategically chosen areas*

*i. Update diary*

The following dates were confirmed:

Consultation period 6/11/20 – 18/12/20

Final date for comments -midnight on 18/12/20

Online Consultation Event – 14/11/20, from 10.00-12.00

*j. Other*

RB took the meeting through the various aspects of Regulation 14, with a view to checking that all elements were being properly covered. The Group was confident that all of the requirements were being met in the course of the actions that had been agreed.

**4. Finance and future requirements**

RB notes various recent items of expenditure and MT confirmed that the Group was still operating within budget. RB went on to explain that various measures lay at the Group's disposal to ensure that, even in the event of further expenditure, budgetary constraints can be met. It was agreed that MT would collate all available information on past and potential future spending and report on the financial position at the next meeting

*Action: MT to examine financial Steering Group's financial position and report at next meeting*

*The meeting ended at 20.20.*