

Minutes of the Shaugh Prior Parish (Shaugh Prior, Lee Moor, Wotter)

Neighbourhood Plan Steering Group

Lee Moor Public Hall

Monday 4th November 2024 1930hrs

Apologies received : Sue Burkill, Nay Proctor, Anne Moore, Paul Vann, Adam Sims, Viv Jenkins

Present: Barrie Spencer (Chair), Cathie Boulting (Secretary), Vanessa Tyler, Tim Clewer, Simon Francis, Pam Golding, Julia Sanders, Marion Cleaver, Ian Cleaver, Jason Ellmers, Becky Ellmers, Tim Thomas, Steve Jenkins, Carolyn Hartwell, David Dudytsch, Mrs Dudytsch, Jennie Winter, Lesley Nel, Andy Boulting

Contact list was circulated for any updates and amendments, there were no objections to the information storage and circulation within the group.

Previous minutes of both the last Steering Group Meeting and the NP Comms group meeting were circulated by email prior to the meeting and copies were also available on the night. Nothing was raised and the minutes were approved.

Introductions

BS **welcomed** everyone and gave a **summary to date** including funding and area designation.

DD asked if the NP had been agreed in principle, BS confirmed this further explaining that the NP cannot contravene other plans in existence. Explaining that it is now the role of the NPSG to communicate with all households in the Parish and create the document which is subject to a referendum. The document is submitted to an independent examiner and we will employ a Planning Consultant. Once the document goes to referendum and approved it becomes a legal document which will sit alongside other Plans. LN asked if the NP can be used/or could be a joint strategy with Plymouth, BS explained that there is an agreed area which sits in line with the Parish boundary.

BS passed over to JE who gave an overview of the Comms Group and the position to date (please see minutes for reference). Also how we wish to communicate with the community and the methods we hope to use. JE explained the questionnaire and how that needs to be constructed and the group needs volunteers to assist with the creation of the document.

TT asked 3 questions. 1/ do we want it. 2/ what is the cost. 3/ who pays for it. JE addressed question 1, explained that that is the purpose of the group to establish whether or not the community want it. BS answered questions 2/3 explaining that the process could cost 10K or there about and that Locality offer grants which we've applied for. TT asked if the funds came from the Parish Council, BS explained that this wasn't the case neither does it come from Council Tax money. TT had concerns over Parish Council funds being used in this way. BS again reiterated that this wasn't the case. TT wished his concerns to be minuted and a record made of his concerns in the event that the response offered wasn't correct.

BS confirmed that the application for funds had been submitted and the deadline for expenditure is 31st March 2025. LN asked if we had spoken with Devon Communities Together, BS confirmed that we hadn't. LN suggested that it may be worth engaging with them. This was agreed by BS.

BS further explained that we a number of dates available to speak with a Consultant without charge, as a 'Neighbourhood Champion'. The consultant has been involved with 10 NP's but no longer wishes to do anymore although is happy to meet, discuss and advise us. Dates of 19/20

Nov or 3/11 December were offered. BS, CB, JE have agreed for 20th November. BS will make contact and confirm.

JE further explained that we need to speak with all the households in the Parish through a questionnaire and also public meetings ie village halls etc. if we get a decent response to this then we can continue. BS referred to the previous 'survey' carried out which had a very healthy response. JE explained about the importance of how the questions within the questionnaire are structured. Electronic responses will be collated and where there's gaps do the footwork required to fill those gaps. The information will be analysed and this will drive the plan.

LN asked if there was a visual map of the NP area BS confirmed there was and that he would make enquiries with SHDC to get it produced as a large display map. This has since been done and awaits reply.

DD/LN/JW very kindly offered their experience in this area to create Questionnaire along with members of the comms group (SF) and BS, CB will message PV to see if he can attend. A meeting was agreed to take place on Wednesday 13th November at 1930hrs in the White Thorn Pub. I have since asked the White Thorn and they have agreed to reserve the space to the left side as you go in the pub.

VT, PG, (David/Kay Ashton, not on the group but volunteered previously) MC, JS, LN all kindly agreed to carry out the footwork required to complete the list of households that may not receive the electronic questionnaire or any others missed for any reason. Also utilising the coffee mornings and businesses in the area to assist with information. LN mentioned the use of simple post it notes for people to write their comments on and these can be photographed for record keeping.

CB we are yet to find a marketeer/graphic designer to assist with a flyer, in the meantime CB and BS thanks JS for producing an A4 poster as an example of what can be achieved.

Meeting closed at 2048hrs

The **next meeting** will be arranged date TBC after the Comms group meeting.

Post meeting TC offered his wife for assistance with proof reading, which is very helpful, thank you Mrs Clewer.

Subsequent to the meeting, a scheduled Parish Council meeting was held and I was able to obtain some clarity on the financial position. It was agreed that the PC website was updated to include the NP and the costs were picked up the PC. Additionally there was a sum of money, originally applied for and allocated to another community project that was unused. It was requested and agreed that those funds could be redirected to administration and other minor issues to 'start off' the NP, I believe that figure to be in the region of £500, this can be confirmed after the next PC meeting. Future costs of the NP will be picked up by (applied for) grants.