

Shaugh Prior Neighbourhood Plan Steering Group

Notes from meeting October 15th, The Moorland Hotel 7pm

Apologies: Jennie Winter, Keith Stone, Jason Ellmers, Vanessa Tyler, Pam Golding, Nay Proctor.

Present: Tim Clewer, Julia Sanders; Simon Francis, Lesley Nel, Tim Thomas.

1. The minutes of the last meeting were agreed (will be put on the website within 14 days of agreeing)
2. The questionnaires are to close at the end of October. JS collected 2 new paper copies and has entered those. Only Jennie and Jason have access to the portal so we don't have an up-to-date number of those completed. The QR code expired 2 days ago – rather than pay for another month we are to share the link to the form if requested.
3. Tim Clewer (as chair) checks the np@ emails regularly, only two enquiries have come in, including a query about potential development sites in the final plan; TC confirmed we will not be making recommendations for specific sites.
4. TC has contacted former chair and secretary, Barrie Spencer and Cathie B, asking for copies of all emails and communication particularly with SHDC and DNP for our auditable records for developing the plan.
5. TC issued reminder to all Steering Group members to complete a simple Declaration of Interest and to send these to Lesley or Julia to hold along with the signed constitution. A reminder too that not all members have signed the constitution, please arrange to do this by or at the November Steering Group meeting. You are only a member of the Steering Group if you sign the constitution. People who have not signed by the end of November will be automatically removed from the group.
6. A short report on Shaugh Prior Primary School as a potential Asset of Community Value has been sent to Scott Smy and will be discussed at the next Parish Council meeting.
7. The Commercial Engagement session held in the morning felt successful despite only 11 attending, it was well received by those there and much information obtained from the session. Report on the event has been circulated separately. TC wondered if we could include any of the issues raised in the Plan? SF suggested we as a Steering Group could include and see if Deborah takes any out.
8. Thank you email to all invited to be sent out.
9. The Draft Plan – an initial draft has been generated using our data, other plans, local plans and policies etc and is being assessed by the delivery team – LN and SF to meet to discuss.
10. SF hopes we can have a draft to share with the Steering Group by Christmas. TC. We should share the draft with SHDC before the 6 week public consultation, and DNP have offered to read it too. LN has made contact with

Alexis Wilson, covering SHDC NP enquiries following Graham Swiss's retirement, until a new officer is in place. LN has asked what, when and how Alexis could be involved.

11. TC we need to start thinking about what the 2nd public consultation should look like and where. (Please read the guidance for further information on next steps [How to create a Neighbourhood Plan: Your step by step roadmap guide - Locality Neighbourhood Planning](#)). Consultation needs a display of the plan, paper copies of the plan, and ideally open access. The Moorland Post Office room could work well. Will ask at next steering grp meeting. We will also need to cover printing costs, SF to cost up, TT to include in bid for funding. We will also hold one event in each village for people to ask questions on comment to us on the plan.
12. Finance. TT said that Jason has presented invoice for 4 months of QR code – this had not been included in the Locality grant from Groundwork. TT to arrange payment via Scott, therefore it can come out of the £500 the Parish Council are holding for us. TT about to submit application covering remaining time we think we need Deborah for, and consultation events. JS suggested the Parish Council has Community Grants of up to £200, and we should apply for that LN suggested that both SHDC and DCC Cllrs also hold Sustainable Communities Funds for small grants. More here: [Sustainable Communities Locality Fund | South Hams District Council](#)
13. TC suggested that we have a social evening, a dinner at the Moorland on January 15th was suggested.
14. Meeting closed at 8.25pm.

Next meeting will be at The Moorland Hotel on Tuesday November 11th at 7.00pm