

## **Minutes of the Colyton Parish Neighbourhood Planning Steering Group**

**10<sup>th</sup> May 2017**

### **Town Hall Board Room**

**Members present:** Caroline Collier (Chair Person), David Page, Helen Parr, Lucy Dack, Elaine Stratford, Stephen Real, Robert Griffin, Colin Pady and Paul Weston (Neighbourhood Planning Consultant).

**Apologies:** Steve Selby, Carol Rapley,

Caroline Collier opened the meeting at 7.30pm.

**Minutes of Previous Meeting:** The minutes of the meeting held on 12<sup>th</sup> April 2017 were signed as a correct record.

### **Matters arising**

Those present from the Steering Group, introduced themselves to Paul Weston – our chosen Neighbourhood Planning Consultant.

He introduced himself and then went through his services, fees etc. Below is a brief outline of what was discussed:

#### Project Plan and Proposal

We went through his Professional Support Proposal, which showed the stages of producing a Neighbourhood Plan, and the hours/days that he would charge for his assistance/work.

Paul Weston (PW) did advise the Steering Group that we may be entitled to a larger grant because of the Parish being in two main sites, ie Colyton and Colyford, thus making it a bit more complicated.

He then explained that grants should be applied for every 6 months. We would then be invoiced by him every six months, with half paid at the start of a grant period and the other half being paid at the end.

We are entitled to a Basic Locality Grant of £9000. His first invoice would total £1800 (4 days work!).

PW said he would produce a Strategic Context (at the time of typing up these minutes (16/5/2017) a draft has been produced.

PW explained that the first objective was to produce a Local Evidence Report (as per the examples he has shown us).

A list of areas/topics was produced. It was suggested that each section should be 10/15 pages.

PW said that he could produce 2 of the topics, which we could add to.

PW suggested purchasing the Devon Bio Wildlife Map for the area.

Caroline Collier, asked PW for advice on a couple of questions on the Grant Application Form.

We then all discussed the detailed Communication Strategy produced by Carol Rapley and Elaine Stratford. A couple of points were raised, and ES said she would liaise with CR to discuss.

CC will be submitting the first Grant Application.

It was noted that PW will be away from 1<sup>st</sup> to 16<sup>th</sup> June 2017.

CC confirmed that £1000 had been received from our Council. It was agreed that this should go towards initial stationery, admin costs and any exhibition costs.

The Colyton Neighbourhood Plan's Local Evidence Report has seven main topics. It was decided that the following people from the Steering Group would work on:

Natural Environment – Colin Pady  
Built Environment and Heritage – Paul Weston  
Housing – Stephen Real and Caroline Collier  
Employment and Business – Lucy Dack and David Page  
Transport and Travel – Robert Griffin and David Page  
Community Facilities and Services – Elaine Stratford  
Leisure & Recreation – Elaine Stratford

It was agreed that some entries would be put on the Colyton Parish Neighbourhood Plan Facebook page. LD would do this (after letting CC approve it first!).

Next meeting is on Wednesday 14<sup>th</sup> June 2017.

The meeting was closed at 20:50 hours.