



Minutes of the **Neighbourhood Plan Committee**, held on **Wednesday 24 October 2018**, at the Tamar Valley Centre commencing at 1800.

Those present were-

Roger Alford, Sylvia Bonsey, David Harding, Jean Miller, Clive Frederick-Preece, Alastair Tinto. Steve Bersford Foster (Project Manager), Clare Bullimore – Deputy Clerk (Minutes).

1. ELECTION OF CHAIR

The Deputy Clerk welcomed everybody and explained that at the Parish Council meeting on 09-10-18 it was approved that the NDP Committee remains as a budget-holding committee, thereby requiring a Parish Councillor to stand as Chairman and Alastair Tinto had been re-elected onto the NDP Committee. **Proposal/Resolution:** Alastair Tinto is elected Chairman (proposed: Roger Alford; seconded: David Harding - unanimous).

2. APOLOGIES

David Lane, Terry Letchford, Martin Smith, Tish Valva, Joan Veale.

3. DECLARATION OF MEMBERS' INTERESTS

None

4. PUBLIC PARTICIPATION

None

5. APPROVE MINUTE OF LAST MEETING – 28-08-18

Clare requested taking agenda item 7 at this point, prior to approval of minutes – this was granted. Clare read out what the Parish Council’s Standing Orders (3R) state that minutes should contain, reminded the Committee that she is responsible for taking the minutes, but the Committee have the responsibility of approving them:

The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;*
- ii. the names of councillors present and absent;*
- iii. interests that have been declared by councillors and non-councillors with voting rights;*
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;*
- v. if there was a public participation session; and*
- vi. the resolutions made.*

In addition, she read the following paragraph from The Local Council Clerk’s Guide, Paul Clayden, 3rd Edition, 2010, page 21:

The Minutes are intended to be a formal record of the acts and decisions of the council. They are not intended to be a record of the speeches of councillors. Accordingly, minutes should not normally include details of the reasons for decisions, nor of the discussions which precede the making of decisions, unless a decision cannot be expressed in any other way.



Proposal/Resolution: David Harding wished the following amendments in the minutes of 28-08-18 and it was agreed that the minutes be approved subject to these amendments (proposed: Sylvia Bonsey, seconded: Jean Miller – unanimous):

Agenda item 4: The Housing Conference should be dated 25-09-18. Agenda item 7, paragraph 2: to include the fact that David Harding asked Glenys Rooker, then Chairman, if the Planning Committee has up to date numbers of planning applications, permissions agreed and builds.

6. MATTERS ARISING

David Harding – Housing and Construction Conference, 25-09-18 – David Harding reported that it was a very interesting event – he gave Clare a pack for others to look at if interested.

Proof reading and edits – Tish and Martin spent many hours proofing the NDP; Clare has edited it. The NDP Committee thank Tish and Martin for their tremendous effort.

7. MINUTE TAKING AND RECORDING OF MEETINGS

Item discussed in agenda item 5.

8. REGISTRATION OF ALL MEMBERS – CLLR ROBERTS

It was agreed to defer this item in Cllr Roberts’ absence.

9. MEETING WITH ZOE BERNARD JOHN ON 16-10-18

Alastair, Kate Latham and Clare met with Zoe Bernard John and Ryan Searle on 16-10-18. The purpose of the meeting was for Alastair to clarify issues prior to the public consultation.

10. WHERE THE PLAN IS NOW & PUBLICATION ON THE WEBSITE

The edited plan has been sent to Zoe for screening. It may be necessary to have a higher-level SEA (strategic environmental assessment) before it goes for public consultation. Zoe will not be able to look at the plan until 05-11-18 at the earliest. Steve reported that some of the evidence base requires tightening up: e.g. the settlement edges report – Steve will upgrade the report and email the Committee to keep them informed before 05-11-18. Steve will do the sustainability checklist. It was agreed that the NDP in its current draft form will be uploaded onto the website with a clear watermark that it is in ‘pre-consultation draft form’.

11. PLAN FOR THE PUBLIC CONSULTATION

Steve has prepared a checklist of things which need to be done for the consultation. It was agreed that drop in sessions are held as well as asking if representatives can attend existing groups/activities. It was agreed that a subgroup is formed to plan the details of the consultation to report back to full committee (comprising: Steve, Alastair, Clare and Kate Latham).

DATE OF NEXT MEETING: Tuesday 04 December 2018, **5.30pm**, Tamar Valley Centre

The meeting closed at 1925.

Signed: Date: