

DRAFT

**MINUTES OF MEETING NO. 11 OF THE BOURTON NEIGHBOURHOOD
PLANNING GROUP HELD AT 5 OLD POUND COURT AT 8.00pm ON
MONDAY 13th MAY 2013**

Present: M Withers, P Withers, P Overington, G Overington, A Scott, D Scott, C Price, N Hall

Apologies: None

13.47 Minutes of Meeting No.10

Action

These were accepted as accurate

13.48 Matters Arising

Item 13.38.2 – **AS** had further analysed the questionnaire data and produced a list of the most popular views selected by residents. This would be added to those views selected in the VDS survey to form a basis for evidence in the final plan.

CP had further analysed by number the sites in the questionnaire suggested for possible future development in the Village. This would be collated with the other evidence on housing gathered in the questionnaire.

PO was re-examining the base data from the questionnaire to try to analyse the results further. This may take some time and would be further informed from the results obtained from other groups

PO

13.49 Declarations of Interest

There were none declared at this stage.

13.50 Meetings with Organisations

The Group considered the flyer prepared by **PO** which was intended to be distributed to every household in the village as an insert within the June edition of the Parish Magazine. The flyer was thought to be right for its purpose of trying to reach all businesses, community groups, landowners and developers who lived in the village. It was agreed that **PO/GO** have 400 A5 flyers prepared for delivery to **PW** by next weekend.

PO

In addition they would prepare 5 A4 size posters, laminated, for putting up on notice boards and a further 50 not laminated A4 sheets for inclusion in letters being sent to known organisations.

PO

Following good feedback from Louise and Cathy, it was agreed that any future printing quotes should include Jenny Trim who had priced work very competitively. **ALL**

PW would arrange for the insert flyers to be delivered to Carol Affleck by the weekend. **PW**

For those who may live elsewhere it was agreed to insert a notice in the Blackmore Vale Magazine to be published at the same time that the Parish Magazine is distributed in early June. **PW** to arrange this. **PW**
MW would arrange for covering letters to be sent to all the known organisations with the A4 flyers in the first week of June. **MW**

It was agreed that more work was needed on the proposed format for meetings and **MW** would re-visit this and distribute for comment. **MW**

CP suggested, and it was agreed, that all meetings should be recorded and all notes made retained for reference as part of our evidence base. **ALL**

It was suggested that following discussions with organisations, especially on development proposals, it may be necessary to consult further with the village. **MW** said that he saw no reason to exclude further consultations through the process if they were necessary. Following the recent meeting with NDDC he said it was most probable that there would need to be further consultation on the Bourton Mill site

The Group then discussed the “known” organisations and any key contacts and who would attend the various meetings. As it was not known at this stage how many people would respond and in what category, it was decided that this could be put on hold until further information was received. The important thing was that a consistent briefing was given to all people who came to meetings and that at least a core group of questions was asked of everyone.

CP thought it would be a good idea that following agreement to attend a meeting with the NPG respondents should be sent a letter giving them further information about the meeting. This was agreed by the Group as a helpful idea.

13.51 Focus Teams/ Tasks

It was agreed that the draft letter to volunteers could be sent out to the agreed list of volunteers and **MW/PW** would arrange this during this week. **PW**

Once responses had been received the composition of the teams and who would lead them would be agreed. When numbers are known it was agreed that a briefing meeting be set up for all volunteers when Sarah Jennings and Nicola Laszlo would also be in attendance to add extra “weight” to the message being given to the volunteers. This meeting should include the whole team if possible. The meeting time

and venue would be arranged by **PW**.

PW

MW referred the Group to part of the NP Road Map prepared by Locality where it discusses composition of Groups and their skills Where it says :-

“ Neighbourhood Planning is not for anyone that doesn’t like listening, dismisses public opinion, doesn’t like compromise, or is intolerant of those with different ideas.”

At this point **NH** informed the meeting that the VHMC had agreed that the NPG could use the Village Hall free of charge during the time that heating was not required which was likely to be the end of September. The Group were very pleased with this kind gesture and it was agreed that they write/email The VHMC chairperson to thank them.

PW

MW asked that the Group read and familiarise themselves with the Neighbourhood Plan Road Map prepared by Locality as it was the best document available for explaining the NP process and had some very useful tips.

ALL

It was useful to bear in mind that the question that would be put to the Village once the Plan had been prepared was:

“ Do you want North Dorset District Council to use the Neighbourhood Plan for Bourton to help it decide planning applications in the Neighbourhood Area?”

Another document that was worth reading online was the NPPF prepared by the government, especially the chapter relating to Green Spaces (around paras 70-80) which explained how valuable areas could be protected for the community.

ALL

13.52 Communications

Website

NH had prepared a chart showing what was proposed to be included on the new village website and the Group thought that this was most helpful and comprehensive.

In advance of his meeting with Alex O’Donnell **NH** wanted clarity and confirmation of a number of items. Firstly, what was the proper name of the Group – this was confirmed as the **Bourton Neighbourhood Planning Group**. It was agreed not to include personal email details as we wanted to have a generic email address for NP business. The names of all Group members would be included. The details of the Neighbourhood Area designation and map were to be included and **MW** agreed to email these to **NH** on Tuesday.

MW

It was agreed that the list of volunteers would not be included on the site. As far as the questionnaire was concerned, the final report on the results would be included together with the questionnaire, addendum

question, covering letter and map. The SWOT analysis would also be shown. The final Village Plan report and the adopted VDS report would be included.

NH said that all the information he had received would go to Alex on Wednesday this week and he thought the site would be going live in about two weeks time.

The inserts for the Parish Magazine, notice boards and Blackmore Vale Magazine had been agreed earlier. Discussions with other parishes was an ongoing issue. It was noted that NDDC had referred Shillingstone PC to our Group to help with their decision on whether to carry out a NP.

13.53 Vision & Aims

It was agreed that the Group have a first shot at preparing a vision for Bourton and **MW** agreed to put together a first attempt. It may be necessary to get external assistance on this.

MW

13.54 Programme

GO presented an outline programme to the Group for consideration. The Group thought that the programme was very good. It was explained that it was very much in outline with plenty of slack in it and that it was important that the NP did not proceed faster than NDDC's Local Plan. The programme had been discussed in principle with NDDC and they were happy that it matched their own.

The other reason for preparing this programme now was that it was needed in order to complete the application for funding and direct support from Locality. **PW** confirmed that the Bourton NPG was now registered with Locality and the application form and guidance notes received. Any grant would be made on a first come, first served basis but it was also important to produce a good quality application with full supporting evidence.

The Group were asked to study the programme and raise any issues they may have.

13.55 Budget/Funding

The priority was to submit a bid for funding to Locality as mentioned above. **GO** had prepared an outline budget for future work on the NP and the Group were asked to study this and raise any issues asap. **MW** said that many of the components of the budgets were estimates at this stage and these would need to be firmed up before an application was made. He then went through the major components of the budget and explained the reasoning behind them.

GO had also prepared a new accounting format for the Group which showed all the figures on a single page. This was thought to be most helpful by the Group and **MW** asked that for future meetings these accounts be sent out to the Group in advance of the meetings so that they could be discussed at the meeting.

GO

GO would also be preparing an expenses claim form for use by the Group and would print this onto NP headed paper and distribute when ready.

GO

13.56 Any Other Business

NH gave a brief update on the progress of discussions with NDDC on the new Village Hall. Apparently NDDC had appointed a new person to deal with the case which meant that progress on the pre-application discussions had been further delayed.

Issues under discussion included the siting of car parking at the front of the site. **AS** asked if a deal had been agreed on the land. **NH** said that it had not as discussions between The two agents would follow the pre-application discussions with NDDC. **NH** confirmed that the VHMC were only discussing a new Village Hall on the site and not housing development.

13.57 Date of Next Meeting

This was agreed for 7.30pm on Monday 17th June at The Annexe, Little Mead.