

**MINUTES OF MEETING NO 13 OF THE BOURTON NEIGHBOURHOOD  
PLANNING GROUP, HELD AT SANDWAYS FARM,  
AT 7.30pm ON MONDAY 8<sup>th</sup> JULY 2013**

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

**13.70 Minutes of Meeting No 12**

These were accepted as accurate.

**13.71 Matters Arising**

**Item 13.60.** PO presented a further breakdown of the responses to the housing section of the questionnaire. As NDDC had now granted outline planning consent for a specific number of houses (29) at the Mill site (subject to the completion of an S106 Agreement), it might be to go back to the village with a further question on total house numbers throughout the village over the period of the Plan.

A discussion ensued concerning the likelihood of the Mill development going ahead, given the difficulties surrounding the repair and maintenance of the dam in the future. MW said that the PC was due to meet the planning officer to discuss progress on the S 106 Agreement the following day. He expected that the Agreement would be completed and the outline planning permission granted.

MW also said that NDDC had suggested that the Mill site be included in the NP as an allocated site for mixed use development, in accordance with the (anticipated) outline planning consent. Depending on the timing of the commencement of development, the scheme could then be subject to any design standards the NP may contain. The village could then influence how the scheme looked and how the heritage assets on the site, and the public open space, were treated. Control of the latter would pass to the PC.

**13.72 Declarations of Interest**

None were declared.

**13.73 Meetings with Organisations and Individuals**

**13.73.1 Administration**

GO, AS and PW reported on responses to letters and follow up phone calls to organisations and individuals seeking their input to the process. To date there were 15 responses which would require meetings and **PW** would arrange these. It was agreed that, whilst various group members may be involved in any of the proposed meetings with organisations and individuals, a consistent core format of questions would be put

by whoever was running the meeting. This format had already been agreed. It was emphasised that it was important to get the organisation/individual to talk as freely as possible in the meeting so that useful evidence could be gathered.

It was also agreed that three was the optimum number of group members at any meeting, with one taking notes. The NP information sheet, which was intended to be used as an briefing note for these meetings, had been circulated and amended. It was agreed that these should be handed out at the meetings to avoid lengthy verbal introductions. **ALL** should send any comments on the amended version to **PW** before Friday this week.

### **13.73.2 Points Arising from Meeting with St George's School Representatives**

**PW** had sent out notes of the meeting with the school which had been attended by **CP**, **MW** and **PW**. The meeting was with Michael Salisbury, the headmaster, and Frank Attrill, Chairman of the School Governors. The meeting was very positive and the messages from the school were clear and would be a useful addition to the evidence-gathering process. The school representatives were very supportive of the idea of providing activities in the village for older children, such as a skateboard park and zipwire. They also supported the location of these in the PC-owned overspill cemetery paddock opposite the school.

**DS** asked if people realised that the likely cost of a skateboard park, including concrete foundations, was likely to be in the region of £20-22,000. **MW** said that, whilst this was a lot of money it was considerably less than an earlier ball-park estimate of £85,000. There was nothing in the village for the older children and this proposal had come forward from two Gillingham schoolchildren and should, in his view, be encouraged. **DS** said that, in spite of the cost, he was very much in favour of providing the facility.

**PW** pointed out that another potential site for a skateboard park could be the open space associated with the Mill development or, in collaboration with Zeals PC, near the football pitch site in Zeals. Discussions could be held to see if the scheme could be a shared one with Zeals, which could halve the cost. **DS** said he had found a useful link concerning engagement with older children and he would circulate this to the group.

### **13.74 Focus Teams/Tasks**

**MW** handed out a copy of email correspondence with Sarah Jennings of NDDC and highlighted the references to the progress of the Local Plan in relation to the Locality funding requirement that all funds be expended by the end of March 2014. Her comment was that “ **I think our Local Plan should be well-enough advanced to**

**enable your emerging NP to be in general conformity, but it will be interesting to hear Locality's views on referendum and adoption, considering the stage our Local Plan will be at by the end of March 2014 when funds will need to be spent."**

**MW** asked that the **ALL** group members consider what questions they would like to put to town planning professional practices at interview before a firm is selected to assist us in policy writing, assessment of evidence, public engagement, etc. He felt it was important that all practices be asked the same questions and be given the same brief so that fee quotations could be properly compared. **NDDC** had recommended one practice which had experience in NP issues and **MW** agreed to propose two others for the group to consider.

**DS** asked whether we should now be allocating volunteers to the various task groups. He had looked through the lists and came up with a number of suggestions for his group (Natural Environment). It was agreed that this did need to be done and **PW** would send out suggested teams of volunteers for the team leaders to consider.

## **13.75 Communications**

### **13.75.1 Village Website**

The group once again congratulated **NH** on all his hard work in getting the new village website up and running. Those who had logged on to see it were impressed with the outcome. **NH** pointed out that the quality of the site in the future will be dependent on all parties ensuring that it is kept up to date and properly maintained. He said that he had only had one complaint and that was from somebody whose critical letter about the NPG had not been put on the site. **MW** said that, whilst all criticisms were looked at and recorded, it was not practical to put them on the website as, for balance, the much larger number of letters in support would have to be included. The NP section of the site was intended to provide useful information about the NP, not to act as a repository for all NP correspondence.

### **13.75.2 The Village Fete**

The fete was discussed as a potential opportunity to keep the NP in the public eye. This was to take place next Saturday, 13<sup>th</sup> July, between 12.30 and 4.00pm. It was agreed that the NPG should have a presence and should provide handouts and display questionnaire results, maps etc. It was also agreed that the draft NP Vision & Aims statement should be displayed and visitors given the opportunity to comment on it. **DS** would prepare an A3 sheet incorporating the Vision & Aims and **PO** would provide various photos of the village. **NH** said he would provide an A1 poster frame on which these visual aids could be mounted. There would also be a suggestions box and "potential volunteer" sheets. **PW, MW, GO** and **DS** volunteered to man the display.

### 13.75.3 Other Issues

**PO** queried whether Sarah Jennings's comment, that the Bourton NP was the first to get funding from Locality, really meant that and, if so, should we not produce an article for the BVM and report it on the website? **MW** agreed to ask SJ.

**NH** said that the generic NP email address was due to go live shortly and would be channelled to **MW**. **PO** asked if the new website had a "number of visits" counter. **NH** confirmed that it had.

**MW** asked that in emails and general correspondence **ALL** the group use NPG, NP or Bourton NP rather than the initials BNP, which could be misconstrued.

**NH** reported that he had been talking to and corresponding with Celia Cotton, editor of the parish magazine, to find ways to arrange the transfer of Village news quickly between the magazine and the website. Celia has agreed to send him a copy of the edited magazine in Word format every month, at the same time as sending it to the printers. He can then cut-paste items into the website and, in that way, village news will come out concurrently in both media.

**PO** asked if anyone had seen the local directory, which was delivered with the last parish magazine and which, unfortunately, contained many factual errors. This had been spotted by group members and it served to emphasise the need to keep all information up to date.

### 13.76 Vision/Aims

The group had seen the draft Vision & Aims document and there were a number of comments on it. **DS** agreed to incorporate these comments into a re-draft and return it to **MW** on Tuesday. This would then form the basis for a display at the fete on Saturday and **MW** would put it forward to the next PC meeting to seek PC approval to this core document. Any policies which flowed from the NPG's work would need to show that they were in accordance with the stated vision and aims of the group.

**NH** questioned whether the village may be suffering from survey fatigue and if a mail drop to residents on the vision and aims was necessary. **MW** thought that it was important that, at every major point of the process, it was right to get the endorsement of the village. The community would then feel involved all the way and, assuming they supported each stage, this was the best way to ensure that the outcome of the referendum would be positive.

**PO** said that, if we were going back to the village, it ought really to be just once. We should, therefore, seek their views on the vision and aims and the housing numbers together. This was agreed.

### **13.77 Programme**

**MW** undertook to reassess the programme in the light of the conditions of Locality's grant offer. The group could expect the revised programme to be monitored more closely with Locality's involvement and they should **ALL** look carefully at the amended programme. **NH** asked what certain initials within the funding documentation meant. There was a glossary attached to the offer letter and **PW** would send this out to the group.

### **13.78 Budget/Funding**

**MW** reported that there had been an item of expenditure of £105.60 passed for payment to him at the last PC meeting. **PW** agreed to pass all past invoices to the Treasurer.

The group members were **ALL** asked to read through the schedule and funding terms and conditions carefully, as these would form the basis for future activity, once the money had been received. **MW/GO** would prepare and submit the on-line application form and gather any necessary information on bank accounts, etc, from the PC Clerk.

### **13.79 Any Other Business**

**CP** mentioned a petition being put together by a council in Cheshire for a change in the National Planning Policy Framework conditions which was thought to be too onerous for councils which were trying to resist over-development. Whilst this was seeking support from the PC and other councils, **CP** would distributed it to the group for interest.

**GO** asked if all the details of tasks allocated for the fete had been agreed. **PW** agreed to phone Jane Frederick to check on the details and timings for setting-up, etc. **CP** said that she could provide a gazebo. The situation on the provision of tables/chairs also needed to be finalised.

**NH** asked if the PC had given Alex O'Donnell a maintenance contract for the website. **MW** to talk to the Clerk.

### **13.80 Date of Next Meeting**

This was arranged for Monday 5<sup>th</sup> August at 7.30pm at Bullpits, Factory Hill.