

**MINUTES OF MEETING NO 23
OF THE BOURTON NEIGHBOURHOOD PLANNING GROUP
HELD AT BULLPITS AT 7 30pm ON MONDAY 3rd MARCH 2014**

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

It should be noted that the meeting did not take place at The Annex but was held at Bullpits.

14.37 Minutes of Meeting No 22

These were accepted as a true record.

14.38 Matters Arising

MW reported that complimentary comments were made at the recent PC meeting by Peter Williams concerning the amount of work that was being carried out by the NPG in preparing the NP. This was later endorsed in an email from Harriet Palmer.

14.39 Declarations of Interest

MW and PW as neighbours to the VHMC's preferred site for a new village hall. NH as a VHMC member.

14.40 Meetings with Organisations

MW reported that, following the recent public meeting, MW, PW, DS and NH from the NPG and Harriet Palmer, Bidy Robinson and Peter Williams (PBW), representing the VHMC, had met with NDDC to go through the latest draft questionnaire. The meeting lasted two and a half hours and all parties agreed the documents and amendments. MW agreed to revise the documents and send them back for NDDC to check. NDDC agreed to send details of what is required in a SEA.

MW and DS subsequently met to go through the amendments and the revised set was sent to NDDC.

NH informed the group that PBW had reported to the VHMC meeting that he had not appreciated how much work had been done by the NPG in preparing the documentation for the NP until he had been to the recent meeting with NDDC. NH also reported that the VHMC was now fully behind the NP route for the progression of the new VH.

14.41 Public Meeting/Questionnaire

14.41.1 Public Meeting

The public meeting was attended by 83 residents, which was more than had been expected. There were presentations on the progress of the NP and on developments over the last year which affected Housing and the Settlement Boundary, the new Village Hall and the Natural Environment.

There was a very lively Q & A session following each presentation and this was minuted and is now posted on the village website. It is intended to post the power point presentation slides in due course.

Feedback from residents to NPG members, following the meeting, was that it was helpful but, in places, difficult to understand, especially in the areas of the Settlement Boundary and Countryside Policy. Others commented that some of those attending had been rude to leave the meeting (noisily) as soon as the VH presentation had ended. PO said that this had also happened at Parish Council meetings. MW thanked everyone for their hard work in making the meeting successful.

PO said that he had been having computer problems and would need everyone's presentations so that they could be posted on the website.

14.41.2 Questionnaire

MW reported that NDDC had replied to the revised questionnaire and their comments, as well as the revised drafts, were discussed at length. Suggested amendments to all documents were put forward and MW agreed to revise them and send them out again before forwarding to the VHMC.

Because the group was aware of the complexity of some of the issues in the questionnaire, and because of the comments received randomly around the village, the document had been made easier to understand. However, it was agreed that it should be sent out on a trial basis to three households to find out if those residents could understand the content. After much discussion, the three households were decided and MW agreed to ask if they were willing to assist, on a confidential basis, in a very short timescale.

A long discussion ensued concerning how many questionnaires should be sent out and on what factors should dictate the distribution. Strong views had been expressed in the village that one copy per household was insufficient as, in some cases, individuals wished to express a personal opinion. It was pointed out that additional copies had been available to households for the first questionnaire but few had been requested. However, it was finally agreed that MW would ask NDDC if the electoral roll could be made available so that the NPG would know how many questionnaires would be needed for all those eligible to vote to have a copy.

GO agreed to get comparison quotes for 400, 600 and 800 copies of the questionnaire, with each copy numbered. Once this was established, a decision would be taken on the best method of determining the views of residents. If the electoral roll was not available, then people could be asked how many copies they required, either by the volunteer delivering, or by adding a contact paragraph to the introductory letter.

PO pointed out that, if we were to proceed on the basis of the voting population, rather than the number of households, the percentage return figures were likely to be much lower. MW said that they could always be presented together – for example, x% of the people (y% of households).

14.42 Policy Writing

It was agreed to postpone discussion on this issue until the next meeting.

14.43 Focus Groups

AS reported that a team, led by a Senior Countryside Ranger, had been to the village to carry out repairs and maintenance on some of our footpaths. They were assisted by volunteers from the NPG Natural Environment Footpaths and Bridleways team. Although much useful work was done, they were due to return shortly to complete the priority tasks.

DS reported that he had briefed the Parish Council on some forthcoming initiatives planned by the Wildlife and Habitats Group. The PC had endorsed plans to discuss the planting of saplings in/near hedgerows and the installation of Barn Owl boxes, with landowners and farmers. It had also agreed to delay grass cutting on the verge and bank between the VH and opposite the garage until after the end of June each year and to support the planting of wild flowers.

MW said that the PC wished to seek the views of the Wildlife and Habitats group on the PC's proposed initiative to plant poppies to commemorate the centenary of the start of WW1, utilising the banks and verges. After some discussion, it was agreed that these would not be the right areas for planting and that further ideas should be investigated. CP said that she intended to go ahead with appropriate planting at Bullpits.

14.44 Communications

MW reported that he had received a quote from NDDC's reprographics department of £102.26 (inclusive of VAT) for 400 x A3 colour maps for the questionnaire.

GO agreed to get a check quotation from Jenny Trim. PO questioned whether she could do the printing if she did not have the necessary licence from Ordnance Survey. GO to enquire.

PO/GO to look at design and layout of the questionnaire now that it is close to completion. They would also make an assessment of the timeframe to publication .

14.45 Programme

It was noted that there was no change to the overall programme for the adoption of the completed NP by May 2015.

14.46 Budget/Funding

MW reported that the Community Development Foundation had agreed to an extension of their funding through until the end of December 2014.

GO had sent out revised expenditure sheets but not everyone could open them up. GO would re-send it in a more user-friendly format.

MW asked everyone who may have expense claims to get them into the PC for payment by the next PC meeting so that their year-end expenditure would be correct.

DS said that he was expecting a consolidated electricity invoice from the VHMC and this would be passed on. GO said that all requests should be accompanied by invoices/receipts.

14.47 Any Other Business

MW reported that Marnhull PC had contacted him about their proposed neighbourhood plan, through Sarah Jennings at NDDC. MW had agreed to meet with 3 or 4 of their group on 25th March in the afternoon and he asked who else would be available. CP would check her availability and let MW know. DS and AS will be away.

14.48 Date of Next Meeting

This was agreed for Monday 31st March at 7.30pm at The Annex.