

**MINUTES OF MEETING NO.5 OF THE BOURTON
NEIGHBOURHOOD PLANNING GROUP HELD AT SANDWAYS
FARM AT 7.45pm ON WEDNESDAY 7TH NOVEMBER 2012**

**Present: M Withers;P Withers;P Overington;G Overington;D Davies
R Davies;A Scott;D Scott;N Hall**

Apologies: C Price;L Shepherd;J Watts

Action

12.42 Minutes of Meeting No.4

These were agreed as correct

12.43 Matters Arising

NH returned his completed Disclosure form

In JW's absence there was not a report on progress on the Long Lane issue.

12.44 Declarations of Interest

There were none declared

12.45 Feedback from Public Meetings

MW reported that the meetings had seemed to go well and from the responses both at the meetings and after there seemed to be a good understanding of the NP process from those attending.

Numbers attending the public meetings (75) were about as high as could be expected and included many of those who regularly attend such events.

There was complimentary feedback from attendees from Gillingham NPG and Penselwood PC.

It was clear that when it came to evidence gathering by way of a questionnaire all the stops would need to be pulled out to ensure a wide response.

This would include door to door delivery and collection of forms with return visits to those who had not completed them. This would be organized utilising a number of volunteers along with Group members so that the number of houses for each person was manageable.

Concerning the question of attracting younger residents to respond to the questionnaire it was thought that meetings with the school governors, the PTA and the Playgroup would be worthwhile and in the first instance MW would talk to Jane Frederick.

MW

PW reported that there had been 19 offers of help from people attending the meetings and she would respond to them all.

PW

12.46 Communications/Advertising

It was agreed that **MW** would prepare an article for inclusion in the Parish Magazine about the meetings and it was noted that this needed to be in by 16th November to appear in the December edition.

MW

MW would also write to Gillingham and Penselwood thanking them for coming.

MW

There followed a long discussion about the need for Bourton to have a more professionally set up and run Website which could incorporate PC and Neighbourhood Planning issues. The current website was a problem for Jim Mann to keep updated and there seemed to be little alternative than for someone to be paid to set up and maintain the website. It was suggested that this should be funded by the PC and **MW** agreed to raise this with Simon Firbank.

MW

He would also check with Jim Mann NDDC and Gillingham NPG as to what could be done and check if the parish clerk was looking at costings.

MW

NH would check with Charlton Musgrove as to what they had done.

NH

Questionnaire

DD and **RD** had prepared a very good draft questionnaire Which led to a very long discussion and debate to which everyone contributed.

Notes were made of all the proposed amendments and additions but rather than including them separately in these minutes it was agreed that **DD/RD** would revise the questionnaire and redistribute it to the Group in the next few days.

DD/RD

The question of whether or not the Bourton NPG should have its own letterhead for correspondence was discussed.

It was agreed that this should be a part of Bourton PC's notepaper and **MW** would raise this with Simon Firbank.

MW

It was also agreed that any email or written communication from any of the Group on NP business would be copied to the Secretary.

ALL

12.47 What Happens Next?

DD/RD had prepared a draft SWOT analysis as a starting point for the questionnaire and this was discussed in some detail. Certain amendments were proposed and it was agreed that a revised analysis would be circulated to the

Group within the next few days.

DD/RD

MW asked whether it was the right time to call for the professional planning assistance from one of the four groups funded by government .It was thought that this was not necessary at this stage but would be reviewed as the process evolved.

As the main part of the evidence base for the Plan was going to come from the questionnaire it was agreed that when it was in its final state then it would be discussed with NDDC.

MW

It was agreed that meetings with businesses/organisations and landowners would be deferred.

PW said that it would be vary helpful if someone would agree to contact and organise the volunteers.In the absence of any offers she would take on this role initially.

PW

MW had previously circulated an extract from the NDDC document for public consultation on Core Strategy where it affected Bourton and explained how important this document was in giving Neighbourhood Planning a high importance in the future planning of the village.

There were some 28 questions which NDDC sought responses on and **MW** urged everyone to make their views known.It was not proper for the Group to give a response as no consultation had taken place with residents and there was no mandate.

ALL

It was noted that NDDC would be presenting their proposals at a meeting at Riversmeet on 29th November,

12.48 Programme

DD proposed the following ambitious initial programme targets:

- (i) Set up website before Christmas
- (ii) Complete questionnaire before Christmas
- (iii) Meet with the volunteers before Christmas
- (iv) Deliver questionnaires by mid January
- (v) Collect questionnaires by end of January
- (vi) Analyse responses by end February
- (vii) Generate options on responses to questionnaire by the end of March
- (viii) Meet local groups/interested parties end of April
- (ix) Draft Plan end of June
- (x) Finalise Plan mid July
- (xi) Statutory consultation on Plan end August
- (xii) Submit Plan to NDDC beginning September
- (xiii) Assessors report end October

(xiv) Then Referendum by NDDC

12.49 Budget/Funding

There was no news on additional funding and in the absence of the Treasurer there was no update on expenditure to date.

12.50 Any Other Business

Having read the minutes of the last PC meeting **RD** was dismayed to learn that couples on the NP Group appeared to remain an issue. **RD** stated that he was offended by the constant reference and implied criticism. This view was shared by other Group members.

MW said that he thought the references would not continue following robust exchanges at the PC meeting and had been assured that it would not be raised again as an issue.

RD was reassured but felt, in the event of this criticism recurring, he would be unwilling to take any further part in the preparation of the Neighbourhood Plan.

MW did not want this to happen to such an important, Experienced and valued member of the Group.

12.51 Date of Next Meeting

This was arranged for Monday 3rd December 2012 at 7.30pm at Sandways Farm.