

**MINUTES OF MEETING NO.8 OF THE BOURTON  
NEIGHBOURHOOD PLANNING GROUP HELD AT SANDWAYS  
FARM AT 7.30pm ON MONDAY 11th FEBRUARY 2013**

**Present:- M Withers;P Withers;P Overington;G Overington;D  
Davies;R Davies;C Price;L Shepherd;N Hall;A Scott;D Scott  
Apologies:- J Watts  
In Attendance:- S Firbank(for agenda items 1-4)**

Prior to the start of the formal NP meeting the chairman of Bourton Parish Council, Simon Firbank(SF), addressed the Group over the matter of the repeated criticisms of both the Group's composition and the contents of the questionnaire.

He said that in any task like this one must expect to be criticised and that this was healthy. Indeed those with PC experiences had become well used to it.

It was his view that the Group were doing what they had been asked to do by the Parish Council and that they have the full authority of the PC. He believed that any criticisms received had been from a small number of people with a separate agenda and was not representative of the village as a whole.

This was backed up both from the questionnaire co-ordinators when receiving feedback from their volunteers and from the initial views expressed in the questionnaires which had only been seen by RD and DD during the ongoing data entry exercise currently being carried out. MW thought that one of the reasons for much of the seemingly co-ordinated criticism was an opinion from detractors that the NPG was opposed to the principle of a new Village Hall for Bourton, which he thought was incorrect. Individuals were then asked to express their views on this question and there was unanimous support in principle for a new Village Hall from NPG members.

David Scott said that SF's attendance and comments were greatly appreciated.

MW thanked Simon for his comments and support.

SF later reminded the Group that the NDDC Development Management Committee were meeting to consider the planning application on Bourton Mill at 10.30am on Tuesday 12<sup>th</sup> March in the Village Hall and he asked that as many of the Group who were able should attend.

**Action**

**13.11 Minutes of Meeting No.7**

These were accepted as correct except that item 13.10 should have stated the date for the next meeting as

Monday 11<sup>th</sup> February.

### **13.12 Matters Arising**

There were no matters arising which were not picked up by Agenda items.

### **13.13 Declarations of Interest**

There were none declared.

### **13.14 Questionnaire**

The three co-ordinators were asked to give a short account of their team's efforts. **CP, AS** and **PW** all commented on how well their volunteers had worked in getting the questionnaires out and collecting them in atrocious weather conditions. It appeared that collections were in excess of 75% which was far higher than expected. By a very large majority comments received on the doorstep were positive toward the questionnaire and its aims.

**AS** reported feedback from one resident who had put their name forward to volunteer to help but had heard nothing. It was agreed that this was not acceptable and it was thought that **MW** should contact this person to apologise. It was already intended that **MW** would write to thank all new people who had offered to volunteer and a letter had been drafted to that effect.

**MW**

**DS** had received positive comments with the exception of one person who had complained of "questionnaire fatigue". This would need to be kept in mind throughout the ongoing process. The overall view was that the doorstep delivery and collection method had worked well as had the letter in advance to parents of Bourton schoolchildren – they were expecting the questionnaires. Also the chance to engage directly with people had resulted in a more positive response.

**MW** asked if the Group thought it appropriate to have a short "thank you" reception for all volunteers perhaps for an hour or so before the next NPG meeting. This was agreed and it was decided to hold this and the next meeting in the committee room of the Village Hall to cope with the numbers, subject to availability. **NH** to check this and book the Hall.

**NH**

It was further agreed that the three co-ordinators would contact their own volunteers to invite them to the reception **CP/AS** which was to be for an hour before the next meeting. **/PW**

**DD** reported that so far they had received about 295 questionnaires from around 285 households which was in

excess of 75% when vacant/empty properties were taken into account. Co-ordinators may collect a further 4 or 5 returns and **RD** was hopeful that he would have a definitive total for the total number of properties and empty ones on completion of the exercise.

**RD** stated that in accordance with good practice for questionnaires the responses would remain confidential except where used by the group for the purpose of preparing the NP. In any event, it is essential that the identity of individuals is not disclosed and that any comments contained in responses, where quoted in the report, are unattributable.

**RD & DD** presented a few responses which, because they had invited a reply, were therefore not subject to anonymity.

**MW** agreed to write to these six respondents.

**MW**

In answer to a question about independent examination of questionnaire data **MW** stated that all the consultation data would be subject to scrutiny by the independent examiner together with the Neighbourhood Plan itself.

A general discussion then took place about the disclosure to third parties of information and documents without the knowledge of the group and which were subject to ongoing discussion and drafting.

This had been brought to light in an email sent to **AS/DS** by a resident who had criticised the content of the questionnaire in detail before it had been made public. This was refuted by the person named in the email who was alleged to have provided the information and it was agreed to draw a line under this incident.

It was unanimously agreed that whilst any matter was still under discussion within the group nothing would be disclosed to third parties without the prior knowledge and agreement of the group.

It was agreed that **DD** and **RD** would continue to input and analyse the survey results and that the Group would review these at the next meeting prior to the proposed drop-in sessions for the public. These are now set for Friday 22<sup>nd</sup> March from 4.00-8.00pm and following on from 10.00-12.00 noon on Saturday 23<sup>rd</sup> March in the Village Hall.

**DD/RD** agreed to prepare all visual displays the format of which would mainly be graphical. They would also set up the display.

**DD/RD**

**MW** would talk to NDDC to see if they could provide free-standing display boards – probably six would be needed. There should also be pens and paper available for people's comments.

**MW**

A general discussion took place about members' availability for the two sessions. The outcome was that **MW/PW/NH/DS/AS/PO/GO/LS & JW** would be available on Friday and **NH/LS/JW/AS & DS** would be available on Saturday, with others helping if they could.

**RD** asked that the Group send him their views on what they considered the most important questions to focus on for the displays.

**ALL**

### **13.15 Communications/Advertising**

It was agreed that an article inviting residents to attend the drop-in sessions should be prepared for the March issue of the parish magazine which would need to be with the editor by 15<sup>th</sup> February. It was also agreed that an invitation in the form of a flyer would be posted through each letterbox. **LS** would prepare a draft and email it to group members.

**LS**

**NH** updated the group on the progress he had made on the website following meetings with Heather Ransley, Alex O'Donnell, **DD & RD**. This was now taking shape and it was agreed that **NH** should take on the responsibility for the group's input into the site as well as the group's general publicity and marketing with regular progress reports back to the group.

**NH**

**MW** asked if the main website picture could be reviewed and suggested that a photograph similar to the one on the front of the VDS be considered as representative of Bourton. Also he thought that the blue colour scheme used in the Charlton Musgrove website was nicer and more user-friendly than the existing colour scheme.

**NH**

**MW** then talked about meetings with other groups to gather further information and evidence. It was agreed that these would be more informative after the results from the questionnaire had been analysed. The form and content of such meetings would need to be determined by the group as well as who would take the meetings.

**ALL**

### **13.16 Vision for Bourton**

**MW** said that it would be necessary, to draft a “vision for Bourton” which tries to capture the needs, hopes and ambitions of residents. He suggested that members look at the one prepared by the Gillingham NPG as an example.

Once this is achieved NP policies can be drafted which reflect and support the vision.

**ALL**

### **13.17 Programme**

It was noted that the broad programme targets were being met thanks to everybody’s hard work and the sterling efforts of **DD/RD** in collecting and analysing the large amount of data collected.

### **13.18 Budget/Funding**

**LS** confirmed that there was still some £900 remaining in the budget but that she needed copies of receipts for the last claim to the PC before she could update the accounts. **MW** would retrieve these from the PC clerk and forward to **LS**.

**MW**

It was agreed that for future meetings **LS** would send current statements to all group members in advance of meetings so that they could be discussed.

**LS**

**PW** informed the group that NDDC had said the government was providing funding to local groups for NP’s via one of the four organisations that had been providing technical support to date. However to date details had not been found. **PW** to research and report back to the next meeting.

**PW**

### **13.19 Liaison with NDDC**

This would become even more important as the NP progressed and was a prime responsibility of **MW**. He reported that he had met with Trevor Warrick and Sarah Jennings to update them on progress and that they had been extremely supportive of what the group had done to date and said that they had no problems with the questionnaire. The group had been selected by the PC to do the NP and it was the NPG’s plan to progress with the support of the PC.

### **13.20 Any Other Business**

**PW** raised the question of the proposal from Caroline Worthington aimed at keeping the spirit of Bourton alive and co-ordinating various fund-raising activities

in the village which seemed, on the surface, to be a commendable aim. **AS** and **NH** raised a number of questions about the feasibility of such proposals from their experiences in running village events and fund-raising activities. It was thought that this may be more of an issue for the PC in the first instance.

**NH** said that the VHMC had just purchased two large clip frames which may be useful for the drop-in session and he thought the VHMC would not mind them being used. This was thought to be most helpful and **NH** would liaise with **RD** on the setting up of the display.

**NH**

### **13.21 Date of Next Meeting**

This was set for Wednesday 13<sup>th</sup> March 2013 at 7.00pm in the Committee Room of the Village Hall for a get-together with volunteers followed by the formal meeting starting at 8.00pm.

**ALL PLEASE NOTE THE CHANGED VENUE AND TIMES!!**