

MINUTES of the meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE held at Mountfield, Bridport on Friday 19 December 2014 at 10.00 a.m.

PRESENT Cllrs: Ian Bark (Bothenhampton & Walditch Parish Council), Paul Bowditch (Allington Parish Council), Tricia Dendle (Bradpole Parish Council), Sarah Williams (Bridport Town Council) and David Wragg (Symondsburry Parish Council).

Also present: Cllr Amada Streatfeild (Symondsburry Parish Council), Chris Dobbs (Parish Clerk, Bothenhampton & Walditch Parish Council) and Bob Gillis (Clerk to the Joint Committee).

**1. ELECTION OF CHAIRMAN**

It was proposed and seconded and:

RESOLVED: that Cllr Tricia Dendle be elected Chairman of the Joint Committee for 2014/15.

**2. APOLOGIES**

There were no apologies for absence.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. TERMS OF REFERENCE OF JOINT COMMITTEE**

The following Joint Committee membership was noted with substitute members in brackets:

Allington: Cllr Paul Bowditch (Cllr Phil Lathey)  
Bothenhampton: Cllr Ian Bark (Cllr Colin Sparkes)  
Bradpole: Cllr Tricia Dendle  
Bridport: Cllr Sarah Williams (Cllr Dave Rickard)  
Symondsburry: Cllr David Wragg (Cllr Amanda Steatfeild)

The Terms of Reference of the Joint Committee were noted, with an addition that the Clerk to the Committee be authorised to approve expenditure of up to £500. The Town Council, as the employer of the Project Manager, was separately able to pay the Project Manager in line with the approved contract.

RESOLVED: that the terms of reference and membership of the Joint Committee be approved as in the report, with the following additions:

- that the Clerk to the Committee be given delegated authority to approve expenditure of up to £500.
- that all participating councils must be represented for the Joint Committee meetings to be quorate.

## 5. NEIGHBOURHOOD PLAN STEERING GROUP

The Joint Committee received a report from the Project Manager on the establishment of the Steering Group. It was agreed to discuss and approve the proposed membership in closed session, under the Local Government (Admission to Meetings) Act 1960.

The Joint Committee discussed the volunteers for the Steering Group and sought to ensure that there were representatives from all the participating parishes. It was also felt that a place should be available for the Chamber of Trade and Commerce.

9 members were agreed for the Steering Group and it was hoped that the Steering Group would be able to co-opt three other members, including a Chamber of Trade and Commerce representative, seeking to achieve equitable parish representation as far as possible.

The names approved were:

Barry Bates (Allington)  
John Budden (Bridport)  
Robin Carter (Bothenhampton & Walditch)  
Phyllida Culpin (Allington)  
Nick Devlin (Allington)  
Phillip Grey (Bridport)  
Ian Harvey (Bradpole)  
Andrew Leppard (Bridport)  
Wendy Thorogood (Bothenhampton & Walditch)

**(note: subsequent membership update at the end of these minutes)**

In discussion of the terms of reference, the Clerk to the Committee said he would clarify the insurance position.

RESOLVED:

(1) that the names listed above be appointed to the Steering Group and the Steering Group be given authority to co-opt three other members, including a Chamber of Trade and Commerce representative, taking account, as far as possible, of representation from all parishes.

(2) that the terms of Reference for the Steering Group be approved, subject to the following amendments:

3.2 It shall include members of the community and may include parish/town councillors.

3.4 Its members will be appointed by the Local Council Joint Committee.

6.1 The Steering Group shall meet at least monthly.

6.2 At least three clear days' notice of meetings shall be sent to members via e-mail, with hard copies also available.

## **6. FUNDING**

It was reported that the Project Manager was applying for additional funding.

The Town Council, as the accountable body, would request the funding agreed from each participating parish council.

As agreed at this meeting, the Clerk to the Committee was authorised to approve expenditure of up to £500 and the Town Council, as the employer, was separately able to pay the Project Manager, in line with the approved contract.

RESOLVED: that the update be noted.

## **7. WORKING ARRANGEMENTS AND FUTURE MEETINGS**

It was noted that the Joint Committee was due to meet quarterly and a date would be set in the New Year for the next meeting.

The meeting closed at **10.45 a.m.**

**Note Subsequent to the meeting, there were two updates to the membership of the Steering Group:**

**Richard Freer (Allington) was added to the membership and Barry Bates and Robin Carter taken off.**