

MINUTES of an INQUORATE meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE held at Mountfield, Bridport on Monday 30 January 2017 at 10.00 a.m.

PRESENT Cllrs: Tricia Dendle (Bradpole Parish Council), Ian Bark (Bothenhampton & Walditch Parish Council), Amanda Streatfeild (Symondsburry Parish Council) and Sarah Williams (Bridport Town Council).

Also present: Bob Gillis (Clerk to the Joint Committee), Katy Graham (Project Manager and Community Initiatives Officer), Cllr Colin Baker (Bradpole Parish Council).

Phyllida Culpin, Andrew Leppard and Richard Freer (Neighbourhood Plan Steering Group).

**1. ELECTION OF CHAIR**

It was agreed that Cllr Tricia Dendle Chair the meeting and be recommended as Chair for the 2016/17 at the next quorate meeting.

**2. APOLOGIES**

An apology for absence was submitted on behalf of Cllr Phil Lathey (Allington Parish Council).

**3. MINUTES**

AGREED: that the Notes of the inquorate meeting on 5 October 2016 and the minutes of the meeting of the Joint Committee held on 5 July 2016 be confirmed.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. PROJECT UPDATE AND REVIEW**

Phyllida Culpin, Neighbourhood Plan Steering Group Chair presented the update.

Later that day, representatives of the Steering Group were meeting with West Dorset District Council. This was intended to understand how the District Council will evaluate the Plan's proposals taking into account the strategic objectives in the Local Plan. It was felt that there was a need for clarity on the strategic objectives and any parameters within which the Neighbourhood Plan had to work.

There would be a report produced by the Steering Group following that meeting outlining a way forward, taking account of the advice received.

The Joint Committee emphasised the need for clarity and assurance that the Plan was progressing in line with the District Council advice and hoped that the Steering Group would be able to confirm this following the meeting. It was important that the Joint Committee, representing all the participating councils, had that re-assurance. The Project Plan was noted and the Joint Committee discussed the need to ensure that time was allowed for councils to consider the findings of the working groups, when these were issued for consultation in March/April.

It was also confirmed that each participating council would have to approve the draft plan in line with the agreed decision-making structure. The process for this would be confirmed by the Clerk.

The Chair thanked the Steering Group for all their work but stressed the need to ensure that their work was in accordance with the advice received and it was also important that the Steering Group received the appropriate support and guidance from the District Council.

It was agreed that there would need to be more regular meetings of the Joint Committee and that all councils should be reminded of the need to ensure that they were represented at each meeting.

AGREED: that the update be noted.

## **6. BUDGET**

The Town Clerk had circulated, prior to the meeting, an update on the budget report.

It was generally agreed that pending the outcome of the meeting with the District Council, the Joint Committee would not be asked to agree any large items of new expenditure. The Clerk retained delegated authority to agree items up to £500 and the Locality funding would be allocated and spent in accordance with the purpose of the grant, which included meeting the costs of the site assessment work. This would not hold up the project plan as the major new additional expenditure would not be required until the next stage of the consultation.

AGREED: that the update be noted.

## **7. JOINT COMMITTEE ROLE AND MEMBERSHIP**

As stated earlier in the meeting, it was important that all councils were represented and the Joint Committee's responsibilities were re-iterated as set out in the document circulated "Outline Decision Making Structure". It was important that the Joint Committee was quorate and monitored the project progress.

AGREED: that the update be noted.

## **8. OTHER INFORMATION UPDATE ITEMS:**

- Reshaping Councils' Consultation – noted.
- Section 106 and Community Infrastructure Levy – West Dorset District Council were willing to attend a future meeting.
- Community Bus Project Feasibility Work – there was an update on the project.

AGREED: that the update be noted.

## **9. FUTURE MEETINGS**

AGREED: that the Joint Committee meet on 21 February at 10am and then monthly on a Tuesday nearest the 21<sup>st</sup> of each month (dates to be confirmed)

The meeting closed at **11.35 a.m.**