

Minutes of a meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE held at Mountfield, Bridport on Thursday 23 November 2017 at 10.00 a.m.

PRESENT: Councillors: Phil Lathey (Allington Parish Council), Colin Baker (Bradpole Parish Council), Cllr 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), and Phyllida Culpin Chair of the Steering Group.

1. ELECTION OF CHAIR 2017/18

RESOLVED: that Councillor Ian Bark be elected as Chairman of the Joint Committee for the year 2017/18.

The Chairman was joined by all the Joint Committee in thanking Councillor Tricia Dendle for all her hard work as the previous Chairman of the Joint Committee and for her long standing support and dedication to the project. It was reported that Councillor Baker would represent Bradpole Parish Council on the Joint Committee.

The Committee expressed its great sadness at the tragic loss of Steve Spear who, as well being the Parish Council Chairman, had also represented Bradpole Parish Council on the Neighbourhood Plan Steering Group.

2. APOLOGIES

There were no apologies.

3. MINUTES

RESOLVED: that the minutes of the meeting held on 26 September 2017 be approved.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MEMBERSHIP OF STEERING GROUP

RESOLVED: that Richard Toft be added to the membership of the Steering Group.

6. JOINT MEETING FOLLOW UP

The Committee discussed the joint meeting of all councils held on 31 October.

It was agreed that it was disappointing that West Dorset District Council were not able to attend the joint meeting. It was emphasised again, as agreed at the joint meeting, that it was crucial to work closely with West Dorset District Council on the next stages of the Plan.

It was stated that the Steering Group was to meet West Dorset District Council on 12 December. It was also noted that, prior to the Regulation 14 consultation, it would be necessary for the Joint Committee to also meet with the District Council should there be any further unresolved matters.

It was generally agreed that the joint meeting had been very useful

RESOLVED: that the update be noted.

7. BUDGET

The latest position on the budget was noted and it was noted that there was funding available to meet the costs of a consultant for the design and policy development work.

RESOLVED: that the latest position on the budget be noted.

8. APPOINTMENT PROCESS FOR DESIGN CONSULTANT

The process for the appointment of the consultants to assist with the next stages of the Plan was reported. This work would cover the design statements, including shop front design and drafting the policies based on the draft intentions. It was intended to shortlist and interview in December. The Town Clerk would be part of the selection panel, along with members of the Steering Group. As the Town Council would be the employer and accountable for the funding, the appointment would be made by the Town Clerk, on the recommendation of the selection panel.

It was agreed that a representative of the Joint Committee should be part of the selection panel and that the appointment should only be made should there be no objection to the appointment from any member of the Joint Committee.

RESOLVED: that the Clerk be given authority to award the contract for the consultancy work and allocate the necessary funding within the budget subject to there being no objection from any member of the Joint Committee. The proposed appointment to be circulated to members of the Joint Committee and should there be an objection to the appointment, then the recommendation would be reported to the Joint Committee for decision. If there were no objections, then the Clerk could make the appointment.

9. OTHER INFORMATION UPDATE ITEMS/FUTURE MEETINGS

The Clerk reported on the recent communication that the Town Council had received from West Dorset District Council regarding community infrastructure levy payments for recent developments in its area. It was to receive 15% of the levy obtained by the District Council. When the Neighbourhood Plan was adopted, the participating councils would receive 25% of the community infrastructure levy.

It was stated that arrangements to monitor the implementation of the Plan could also be included within the Neighbourhood Plan and this was something for the Joint Committee to consider nearer the time of finalising the Plan. It is also commented that land banking was an issue locally and was possibly something to be looked at in a future meeting.

Finally, the Chairman was joined by all members in thanking the Project Manager and Community Initiatives Officer for all her hard work on the project. The Joint Committee wished her well in her new job.

The meeting closed at **11:14 a.m.**