

Notes of an **inquorate** meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE held at Mountfield, Bridport on Thursday 18 October 2018 at 10.00am

PRESENT: Councillors: Colin Baker (Bradpole Parish Council), Ian Bark (Bothenhampton & Walditch Parish Council, Chairman), Amanda Streatfield (Symondsburry Parish Council), and Sarah Williams (Bridport Town Council).

Also present: David Dixon (Project Manager and Community Initiatives Officer) and Will Austin (Clerk to the Joint Committee).

1. APOLOGIES

Apologies were received from Phyllida Culpin (Chair, NP Steering Group) and Philip Lathey (Allington Parish Council).

The terms of reference for the Joint Committee require all councils to be represented at the meeting. As this was not the case, the meeting was inquorate.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

AGREED: that approval of the minutes of the meeting held on the 6th September 2018 be deferred to the next quorate meeting.

4. REVISED PROJECT PLAN

The Project Manager reported that an urgent decision had been taken by the Chair in conjunction with the Project Manager, to defer the submission date to 25 January 2019 at the earliest. This was to ensure that the plan would be assessed against the most up-to-date NPPF.

AGREED: that the decision be noted.

5. REGULATION 14 CONSULTATION – Revisions and Additions

The Project Manager reported on the Regulation 15 task list which was circulated. The Steering Group was meeting regularly to consider possible changes to the draft plan. The next stage would be to circulate an analysis on 22 November to NPJCC members showing proposed revisions and their rationales.

Members considered issues that might affect the proposed timetable, including the provision of technical advice, and possible mitigating actions such as the use of other sources of advice.

AGREED: that the constituency MP be contacted for help in ensuring that the technical advice is provided to accord with the NP timetable.

Cllr Williams advised that Bridport Town Council would consider the submission draft at its meeting on 7 January 2019, and at Full Council on 22 January 2019.

Members considered arrangements should individual councils wish to consider the revisions prior to the next meeting of the NPJCC. This would be by arrangement with the Project Manager subject to availability of the information.

Members stressed the need for a quorate meeting on 29 November in order to keep to the proposed submission timetable.

The update was noted.

6. FUTURE ROLE OF JOINT COMMITTEE

The Town Clerk reported that a working group to consider the future role of the committee had not been convened, and that a NP Steering Group representative was yet to be nominated.

It was noted that delegation would be a key matter for consideration.

AGREED: that the update be noted.

7. BUDGET

The latest position on the budget was reported as being the same as the previous report. £1,100 remained available for production of the Regulation 15 document. Funding may be needed for desktop publishing software.

Cllr Williams advised that a reserve held by Bridport Town Council could be used to cover the cost of the software if needed.

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

8. OTHER INFORMATION UPDATE ITEMS

AGREED: that the next meeting of the Joint Committee be held on Thursday 22 or Thursday 29 November 2018 at 10am.

Members reinforced the need for all councils to be represented at the next meeting.

The meeting closed at 11.08am.