

Notes of an INQUORATE meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE held at Mountfield, Bridport on Thursday 7 February 2019 at 10.00am

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

Also present: David Dixon (Project Manager and Community Initiatives Officer), Will Austin (Clerk to the Joint Committee), and Phyllida Culpin (Chair BANP Steering Group, PC).

1. APOLOGIES

No apologies for absence were received. It was noted that the meeting was inquorate, and that any decisions would need to be ratified at the next quorate meeting of the JCC.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

RECOMMENDED: that the minutes of the meeting held on 29th November 2018 be agreed as a correct record, and be approved, subject to the following amendments:

- a correction to show that Cllr Tricia Dendle did not attend; and
- an amendment to the recommendation at the top of page 3, to read:
“RECOMMENDED: that the Project Manager should liaise with AECOM and Locality as necessary to provide additional evidence work from AECOM and provide a revised timetable to JCC members, by Christmas.”

4. REGULATION 14 CONSULTATION – REVISIONS AND ADDITIONS

The Project Manager summarised a document containing draft revisions and additions to the NP following the Regulation 14 consultation, which had been circulated with the agenda. Changes had been proposed to Centre of Bridport policies based on consultation responses and advice from AECOM and WDDC. Members agreed to consider issues by exception.

Members considered each of the Centre of Bridport policies in turn, and

RECOMMENDED: that re-worded policy BTC5 (f) and (g) should apply to the West Bay and Bradpole Conservation Areas as well as the Bridport Conservation Area.

RECOMMENDED: that the remaining proposed revisions and additions to Centre of Bridport be agreed.

RECOMMENDED: that further redrafting of the submission draft of the Neighbourhood Plan should allow for restructuring of text and numbering for logical flow, consistency and ease of cross-referencing.

CB said it had not been clear that policies other than those relating to the Centre of Bridport would not be considered at this meeting. The Town Clerk advised that the agenda item had referred only to the Centre of Bridport policies, but he would look at how this could be made clearer for the future.

The Project Manager summarised a further document proposing revisions and additions to NP projects and actions following the Regulation 14 consultation, which had been circulated with the agenda. He advised that some projects had been highlighted as redundant or possibly no longer relevant, and some overlapping projects had been drawn together into single projects.

Members considered the document and

RECOMMENDED: that Project 02 to set up a local design review panel be removed.

After further discussion it was felt that the tabled document should be considered alongside a draft revised project list, and that comments should be sought informally via email.

AGREED: that a revised draft of the projects and actions document listing only those projects proposed for inclusion in the Neighbourhood Plan be circulated to JCC members, with comments to be sent to the Project Manager by a deadline that he will provide.

5. REGULATION 15 SUBMISSION – AECOM ADVICE

The Project Manager summarised a report on the technical support being provided by AECOM to strengthen the evidence base and policies for the Housing section, which had been circulated with the agenda.

CB referred to a four month timescale for AECOM to redraft the Housing Needs Assessment (HNA), and asked whether this work should be disregarded given the time it would take. The Project Manager advised that this would extend the timetable significantly. He had met with WDDC and AECOM to develop the housing evidence base, but some housing policies might need to be removed without an updated HNA as evidence. He reported that he was working with Glenn Crawford and Jim Tigg to develop as strong an evidence base as possible within the next four weeks.

The Project Manager tabled a flow diagram indicating the timescales for completion of remaining tasks through to the Regulation 15 submission. This anticipated a revised draft NP to be tabled for NPJCC consideration in March

2019, following which a Word version of the document would be updated and circulated for formal approval by participating councils. Assuming there were no major changes required this would allow submission of the document to WDDC by 31 March 2019. A Desk Top Publishing provider was being engaged to produce the Regulation 15 submission version.

PC advised that the Regulation 15 document would need to be submitted to WDDC by 31 March in order to avoid delays caused by the District Council becoming part of a new unitary Dorset Council in April. CB said this deadline was helpful, as Bradpole PC had been frustrated by previous delays. He said a firm submission date was needed and the need to submit to WDDC while it still existed provided that firm date.

Members considered the steps needed to conform with the timetable. It was agreed that JCC should meet on 11 March 2019 at 2.00pm. A 'fallback' meeting should matters not be completely resolved could be called if needed but would not be scheduled. Participating councils would then need to meet to agree the revised draft in March, with extraordinary meetings called if necessary to enable submission by the end of March.

The Project Manager agreed to produce and circulate a timeline showing key dates and dependencies.

The Town Clerk offered to attend Parish Council meetings to respond to any concerns regarding the timetable to date.

6. REGULATION 15 SUBMISSION – DRAFT CONSULTATION REPORT AND BASIC CONDITION STATEMENT

The Project Manager explained the need for a consultation report and basic condition statement, to form part of the Regulation 15 submission. Drafts of these documents had been circulated with the agenda, and comments were required within two weeks. These, along with housing evidence, would be incorporated in time for consideration by the NPJCC on 11 March.

CB said that as the consultation document covered housing policies, this element could not be considered today. However, he felt that overall it was fine as a summary and the detail was satisfactory other than the housing-related content. He referred to the Vision 2030 and BTC websites, and NP social media accounts which had not been kept up-to-date. The Town Clerk advised that minutes of inquorate meetings had not been added to the BTC website. He agreed to add these. A discussion about the Vision 2030 website concluded that no updating was required other than the possible addition of a statement that the site was not being updated and providing a link to NP information on the BTC website.

AGREED: that the consultation report should be drafted to be consistent with the online information available, and should be clear that updating of the Vision 2030 website was not required after the Regulation 14 consultation.

AGREED: that the draft consultation report and basic condition statement be noted.

7. FUTURE ROLE OF JOINT COMMITTEE – GOVERNANCE

Town Clerk summarised a report circulated with the agenda that proposed future governance arrangements for the NP, including governance structure, governance rules and the future NP review process. It proposed:

- A continuing Neighbourhood Plan Joint Councils Committee (JCC) and Neighbourhood Plan Steering Group, with ad hoc working groups to be created as needed. A further option was to incorporate standing working groups for NP monitoring and review, and management of NP projects.
- JCC membership to be one main and one reserve member from each participating council.
- A JCC quorum of four members.
- Management of JCC business and finances to be subject to the standing orders and financial regulations of Bridport Town Council.
- Terms of reference for the NPJCC and Steering Group.

The Town Clerk reminded the JCC that members would need to be mindful of their own councils' standing orders and code of conduct.

RECOMMENDED: that the governance arrangements for the made Bridport Area Neighbourhood Plan incorporate:

- i. A governance structure consisting of a Neighbourhood Plan Joint Councils Committee and a Steering Group, with terms of reference as shown at Appendices 1 and 2 to these minutes;
- ii. The adoption of Bridport Town Council's standing orders and financial regulations;

RECOMMENDED: that a recommendation be put to Bridport Town Council that the NPJCC terms of reference be incorporated into its standing orders as soon as practicable following notification that the Bridport Area Neighbourhood Plan has been 'made'.

7. BUDGET

The Project Manager reported that there had been no change in the budgetary position since the previous report.

[The budget balance was subsequently confirmed as £1,140.89 as at 8 Feb 2019]

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

8. OTHER INFORMATION UPDATE ITEMS INCLUDING DATE OF NEXT MEETINGS

AGREED: that the next meetings of the Joint Committee be held on Monday 11 March 2019 at 2.00pm and Wednesday 27 March 2019 at 10.00am.

The Town Clerk was asked to circulate the minutes at the earliest opportunity, with a reminder of the importance of future attendance, in particular so that decisions could be confirmed at a quorate meeting.

The meeting closed at 12.13pm.

Neighbourhood Plan Joint Councils Committee Terms of Reference

1. Name

1.1. Bridport Area Neighbourhood Plan Joint Councils Committee (NPJCC).

2. Purpose

2.1. The NPJCC shall have overall responsibility for the delivery, monitoring and review of the Bridport Area Neighbourhood Plan.

2.2. All decisions of the NPJCC that:

2.2.1. seek to change the NP or NP projects; or

2.2.2. seek to change these terms of reference

2.3. shall require the approval of all participating councils.

3. Membership

3.1. The membership shall comprise five primary members, one appointed by each of the participating councils from its own membership.

3.2. Each participating council shall also appoint one reserve member from amongst its membership, who may carry out the role of the primary member in their absence.

3.3. Each council's nominated primary and reserve members shall serve for the term of the participating council, except where changed by a decision of that council.

4. Roles

4.1. To agree and maintain the membership of a Steering Group that will support the work of the NPJCC, and to consider recommendations of the Steering Group.

4.2. To monitor the overall effectiveness of the Plan over the preceding 12 months, and the likely implications and impact of the Plan for the subsequent year, an annual monitoring report will be prepared by Bridport Town Council, in accordance with agreed criteria, in liaison with the BANP & parishes, and the Steering Group.

4.3. This monitoring report will be presented to the JCC for consideration and will include:

4.3.1. The effectiveness of the policies in the BANP when assessing and determining planning applications.

- 4.3.2. Any changes in national planning policy that could supersede the policies in the BANP.
 - 4.3.3. The implications of any emerging Local Plan and/or Review thereof.
 - 4.3.4. The latest statistical information such as the most recent Housing Needs Assessment.
 - 4.3.5. A report on funding of the remaining BANP project list items that do not qualify for CiL funding.
 - 4.3.6. Any changing circumstances in the Plan area.
 - 4.3.7. Annual updating of the Community Infrastructure Levy (CiL) project list from each of the contributing parishes.
- 4.4. The NPJCC will consider the annual monitoring report and publish the outcome in the public domain.
- 4.5. To recommend any additions, amendments or updates to Policies or Action Points for consideration in any future Review of the BANP.
- 4.6. The JCC will, if appropriate, arrange for a review of the BANP to be undertaken.
- 4.7. In the absence of a review of the BANP in the interim period a review will be carried out every 5 years. Upon a review being instigated the JCC will engage the support of the Steering Group to assist in preparing the review. The views of the Local Planning authority will be sought on these matters.
- 4.8. Any such review, or any action that would materially change the NP or the delivery thereof, shall be referred for approval by all participating councils.

5. Administration

- 5.1. The NPJCC shall act in accordance with the standing orders and financial regulations of Bridport Town Council.
- 5.2. The administration and clerking of meetings shall be carried out by Bridport Town Council.
- 5.3. At the first meeting, and annually thereafter following the Steering Group will elect a Chair and, optionally, a Vice-Chair.
- 5.4. The NPJCC may also allocate other roles and responsibilities amongst the Group.
- 5.5. Insurance cover will be provided by the participating councils.

6. Meetings

- 6.1. The NPJCC shall meet at least quarterly and the Chair (in conjunction with the Clerk), or any two members of the NPJCC may call additional meetings as necessary.

6.2. Notice of meetings shall follow the requirements of town and parish councils, as prescribed by the Local Government Act 1972.

6.3. Bridport Town Council shall keep a record of meetings, and circulate notes to NPJCC members in a timely fashion.

6.4. All meetings shall be held in public.

6.5. The quorum for any meeting of the NPJCC shall be four.

6.6. A simple majority of NPJCC members is required for recommendations or resolutions to be valid. In the case of an equality of votes, the Chair may at her/his discretion exercise a casting vote.

7. Finance

7.1. All funding shall be held by Bridport Town Council, who shall be the accountable body for the Bridport Area Neighbourhood Plan.

Steering Group Draft Terms of Reference

1. Name

1.1. Bridport Area Neighbourhood Plan Steering Group.

2. Purpose

2.1. The Steering Group shall be responsible for the delivery of the Bridport Area Neighbourhood Plan (NP), operational monitoring and review of the NP, and oversight of NP projects.

2.2. All decisions of the Steering Group that:

- 2.2.1. have a financial implication; or
- 2.2.2. seek to change the NP or NP projects; or
- 2.2.3. seek to change these terms of reference

2.3. shall be referred to the NPJCC for approval.

3. Membership

3.1. The Steering Group will be representative of the neighbourhood area.

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

3.3. Its members will have a range of skills and experience.

3.4. Its members will be appointed by the NPJCC.

3.5. The total membership shall be no more than 9 members.

4. Roles

4.1. Referring to the NPJCC for formal decision-making:

- 4.1.1. To take responsibility for all aspects of the delivery of the NP.
- 4.1.2. To oversee the progress of NP projects.
- 4.1.3. To co-ordinate any consultation processes required, ensuring as far as practicable the involvement of the whole community.
- 4.1.4. To establish such working groups as may be required in support of the delivery of the NP and NP projects.
- 4.1.5. To identify the necessary resources and funding needed to support its work.
- 4.1.6. To report back to the parish and town councils on these matters.
- 4.1.7. To prepare a review of the NP as directed by the NPJCC.

5. Administration

- 5.1. At the first meeting, and annually thereafter, the Steering Group will elect a Chair and a Secretary.
- 5.2. The Steering Group may also allocate other roles and responsibilities amongst the Group.
- 5.3. Insurance cover will be provided by the participating councils.

6. Meetings

- 6.1. The Steering Group shall meet at least quarterly and the Chair or any two members of the Steering Group may call additional meetings as necessary.
- 6.2. At least three clear days' notice of meetings shall be sent to members via email, with hard copies also available.
- 6.3. The Secretary shall keep a record of meetings, and circulate notes to Steering Group members in a timely fashion.
- 6.4. All meetings shall be held in public.
- 6.5. The quorum for any meeting of the Steering Group shall be five.
- 6.6. A simple majority of Steering Group members is required for the meeting to be recognised as authorised for recommendations or resolutions to be valid. In the case of an equality of votes, the Chair may at her/his discretion exercise a casting vote, or may refer the matter to the NPJCC.

7. Finance

- 7.1. All funding shall be held by Bridport Town Council, who shall be the accountable body for the project.