

Notes of a meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE (NPJCC) held at Mountfield, Bridport on Thursday 5 March 2020 at 10.00am.

PRESENT: Councillors: Colin Baker (Bradpole Parish Council), Paul Bowditch (Allington Parish Council), Ian Bark (Bridport Town Council) Amanda Streatfeild (Symondsbury Parish Council) and Jim Basker (Bothenhampton and Walditch Parish Council).

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

1. APOLOGIES

Apologies were received from Phyllida Culpin, Phil Lathey (Allington Parish Council), and Chris Dobbs (Bothenhampton & Walditch Parish Council).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

RESOLVED: that the minutes of the meeting held on 3 October 2019 be agreed as a correct record, and that the recommendations therein be approved.

RESOLVED: that subject to the following amendment to the recommendation at minute 6 (Budget) to read:

“RECOMMEND: that participating councils consider a contribution to a fund, apportioned according to the parish tax base for each council.”

the minutes of the meeting held on 7 November 2019 be agreed as a correct record, and that the recommendations therein be approved.

RESOLVED: that subject to amendment of the wording of the final paragraph and recommendation at minute 4 (Preparing for the Referendum) to read:

“Members considered funding for the referendum campaign. The Clerk advised that a budget of £135.89 remained available, and that Bridport Town Council would consider underwriting the costs above this to ensure that the referendum campaign could proceed. However, participating parishes would need to consider further contributions.

“Bridport Town Council had incorporated an annual contribution into its draft budget to meet its share of an annual fund apportioned across the participating parishes, as recommended at the JCC meeting of November 2019. Details of the amounts apportioned across the five parishes by 2019/20 tax base were circulated.

“RECOMMENDED: that NPJCC members ensure consideration of contributions by their councils, to an annual fund apportioned according to the tax base.”

the minutes of the meeting held on 9 January 2020 be agreed as a correct record, and that the recommendations therein be approved.

4. AFTER THE REFERENDUM

The Project Manager updated members on post-referendum matters:

- Dorset Council had six weeks to make a formal order making the Neighbourhood Plan;
- The document would need updating to remove references to the referendum, and updating the governance arrangements. Draft amendments were tabled; and
- A decision was needed on the number of hard copies required, and where publicly available copies would be lodged.

RESOLVED: that the draft amendments to the Neighbourhood Plan be circulated for comment, with comments to be received by 13 March 2020.

RESOLVED: that following consideration of comments received, the revised draft be agreed under delegation by the Chair in consultation with the Project Manager.

RESOLVED: that two hard copies of the final document be provided to each participating council, two copies be lodged at Bridport Library, and three further hard copies be held, a total of fifteen copies.

Members considered learning and follow-up points from the referendum:

- Turnout had been disappointing, and figures for turnout by polling station were being sought.
- The impact of postal voting.
- A possible need for review of the Neighbourhood Plan after two years, to ensure its influence regardless of the locally available housing supply.

RESOLVED: that special thanks be offered to Phyllida Culpin (Chair of Steering Group) and David Dixon (Project Manager) for their work in support of the Neighbourhood Plan.

5. GOVERNANCE ARRANGEMENTS POST 'MADE' PLAN

Consideration was given to a report of the Town Clerk, ENCL: 3492.

Members considered the recruitment arrangements for a Steering Group, and possible job descriptions.

RESOLVED: that job descriptions for roles be drafted.

RESOLVED: that existing Steering Group members be approached to continue their membership and to suggest other possible members, and that there should be a public call for other members.

RESOLVED: that a draft membership list for the Steering Group be tabled at the next meeting.

RESOLVED: that the report of the Town Clerk be noted.

6. NEIGHBOURHOOD PLAN PROJECTS

The Project Manager outlined the eighteen projects included in the Neighbourhood Plan, and the lead organisations. He advised that for some projects, the lead body was the Joint Councils Committee, who would need to consider project initiation and funding.

Members considered the projects and their priority, and

RESOLVED: that comments on project priorities by provided by members to the Project Manager by 13 March 2020.

RESOLVED: that an overarching project plan be drafted for the next meeting, including:

- Timescales and a five-year plan;
- Capacity and resource requirements, with proposals for persons responsible for actions identified;
- A particular focus on the resource requirements for updating the Housing Needs Assessment;
- The implications of the climate emergency; and
- Monitoring of use of the Neighbourhood Plan in planning decisions.

RESOLVED: that the agreement of all stated project leads be confirmed.

The Project Manager reported that the Green Routes project was already under way, led by Bridport Town Council. Members were invited to suggest additional adjoining 'loop' routes in their parishes. The Project Manager advised that this was a good example of joint working through the Neighbourhood Plan and the Joint Councils Committee.

7. BUDGET

The Town Clerk circulated an updated income and expenditure report, and advised that:

- A funding deficit of £2,629.06 shown would be met by Bridport Town Council.
- Future budgeting would be incorporated into the proposed overarching project plan, and into a separate report on an operational budget for the Joint Councils Committee.

- Some participating councils had already considered future contributions.

RESOLVED: that Bridport Town Council be thanked for meeting the funding deficit.

Members noted the need for full control of the budget and expenditure.

8. OTHER INFORMATION UPDATE ITEMS

No matters were raised under this item.

9. DATE FOR NEXT AND FUTURE MEETINGS

The next meetings to be held on 14 May 2020 at 10.00am.

The meeting closed at 11.48am.