

Notes of an INQUORATE meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE (NPJCC) held virtually on Thursday 14 May 2020 at 10.00am.

PRESENT: Councillors: Colin Baker (Bradpole Parish Council), Ian Bark (Bridport Town Council), Amanda Streatfeild (Symondsburry Parish Council) and Gill Smith (Bothenhampton and Walditch Parish Council).

Also present: Will Austin (Clerk to the Joint Committee), David Dixon (Project Manager and Community Initiatives Officer), Sandy Goldsmith (Clerk to Bradpole Parish Council) and Phyllida Culpin (Chair of NP Steering Group).

Prior to the commencement of the meeting, the Town Clerk advised that as the 'made plan' terms of reference for the JCC had not yet been adopted by Bridport Town Council and possibly some parish councils, this meeting would need to be conducted under the existing terms of reference. Furthermore, as the Town Council had not yet entered its new municipal year, its standing orders would not provide for election of a new Chairman at this meeting and Cllr Ian Bark should continue in the chair. The Annual Town Council Meeting was scheduled for the evening of 14 May, and the first JCC meeting after that date would operate under the new terms of reference and would elect a new Chairman. Members accepted the Town Clerk's advice, and were reminded to ensure that their councils ratified the new terms of reference.

1. **APOLOGIES**

Apologies for absence were received from Allington Parish Council.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES**

RECOMMENDED: that the minutes of the meeting held on 5 March 2020 be agreed as a correct record.

4. **IMPLEMENTING THE NEIGHBOURHOOD PLAN – PLANNING APPLICATIONS**

Consideration was given to a report of the Project Manager, ENCL: 3508.

The Project Manager summarised the paper, which outlined issues in developing a common approach to cataloguing and assessing the use of the BANP policies in determining planning applications across the BANP area.

Members and other attendees discussed the following:

- The Locality guide to monitoring, and whether this had been considered.
- The need for a monitoring process that was not too bureaucratic.

- Whether to assess only significant applications, and what constituted a 'significant' application. This could include some relatively small domestic applications.
- Possible use of the planning officer's report and enforcement cases in determining which applications are relevant.
- Whether to adopt the spreadsheet approach outlined in the report on a trial basis and adapt based on experience.
- The resource implications for officers involved in monitoring.
- The simplicity of the 'traffic light' approach outlined in the report.

AGREED: that the Project manager take account of the comments made and present a further report to the next meeting.

5. IMPLEMENTING THE NEIGHBOURHOOD PLAN – PROJECTS

Consideration was given to a report of the Project Manager, ENCL: 3509. The Project Manager summarised the report, which listed the 10 BANP projects that were to be led by the JCC, including plan monitoring, and considered the use of CIL funding for delivery.

Cllr Colin Baker outlined the Bradpole Parish Council view of projects 8, 14, 15 and 17 shown in the report:

- He advised that Bradpole Parish Council had given conditional support for a planning application for an indoor skate park referred to in project 8;
- He requested further information on the relationship in project 14 in respect of the Raise the Roof project and the Vearse Farm development. The Project Manager outlined the Raise the Roof project arrangements. A planned exhibition in June was not now possible but it was hoped that design work would be captured and published on a website. Discussions had taken place with partners regarding a prototype building and the possibilities for affordable housing at Vearse Farm. Cllr Baker commented that the BANP was capable of influencing the delivery of Vearse Farm.
- In respect of project 15, Cllr Baker considered that any updated Housing Needs Assessment (HNA) should be on the back burner until the COVID-19 situation settled and its impact on the housing market was known. Cllr Ian Bark commented that the HNA was a contentious matter regardless of how it was carried out, and that it needed to be impartial.
- Cllr Baker considered that an updated HNA was not required for project 17. The previously proposed policy on second homes had been found by the Examiner not to be justified. There was instead just a need to note the expansion of second homes. COVID-19 would be an issue for this project, although it was not scheduled for delivery until 2022. The Project Manager advised that project 17 was to monitor second homes. He had noted that the HNA methodology would be used, for comparison purposes. Cllr Baker felt that a better explanation was needed, and that the emphasis should be on the spread and the target. The Project Manager commented that the measurement of expansion was contentious but that it was important to use the HNA methodology as a baseline. He agreed to reword the project to focus on the methodology.

Cllr Amanda Streatfeild commented that the report reflected the previously agreed priorities list. Symondsburry would need to be involved in project 14, and the Symondsburry Community Land Trust had already contacted Hallam.

Cllr Baker commented that the monitoring report was an officer responsibility rather than a member role. The Project Manager explained that the member role would be as a 'champion'.

RECOMMENDED: that the project list be amended to take account of the points made at the meeting.

AGREED: that the report of the Project Manager be noted.

6. IMPLEMENTING THE NEIGHBOURHOOD PLAN – STEERING GROUP

Consideration was given to a report of the Project Manager, ENCL: 3510. The Project Manager summarised the report which considered the recruitment, roles and responsibilities of the BANP Steering Group. He noted that the terms of reference were not those agreed by the JCC in February 2019, and that they had been amended to reflect the person specification set out in the report. Members could accept the revisions to the terms of reference or retain those previously agreed.

Cllr Colin Baker referred to an email sent prior to the meeting expressing concern at the changes to the terms of reference. He had no problem with the proposed person specification which would need to be advertised. He was however concerned that the Steering Group could be used by activists for their own agenda. He expressed further concern that the amended terms of reference had removed the requirement for JCC approval of decisions and that this would weaken the authority of the JCC and participant councils. He proposed that the previously agreed terms of reference be retained.

Cllr Amanda Streatfeild asked why the requirements at item 2 in the terms of reference had been changed. The Project Manager advised that this was his attempt to simplify the arrangements and align them with the proposed roles. It would however be possible to operate within the previously agreed terms of reference.

Cllr Streatfeild commented that six meetings of the Steering Group per annum was a good idea.

RECOMMENDED: that the previously agreed terms of reference for the BANP Steering Group be retained.

AGREED: that the report of the Project Manager be noted.

7. BUDGET

The Chairman reminded members that a report had been circulated prior to the meeting.

Cllr Colin Baker commented that:

- The report was an income and expenditure report, which he had requested, rather than a budget. It showed a deficit of £2,362 after all expenditure up to the making of the BANP.
- Dorset Council's report had referred to a grant of £20,000 available to the Town Council. He recommended that this be claimed in order to eliminate the deficit and to cover other costs such as staffing which did not appear in the income and expenditure report.

The Project Manager advised that he had contacted Dorset Council about the grant, and understood that it was open to them to apply to cover their costs, rather than for the Town Council's costs. However, the Town Council had incurred printing and map conversion costs on behalf of Dorset Council and he would query again whether these could be reimbursed.

The Chairman reported that Bothenhampton & Walditch had, during the development of the BANP, budgeted for a contribution of £500 per annum. He asked whether this was still the case. Cllr Gill Smith advised that no decision had been made by the Parish Council and she would pursue. Cllr Amanda Streatfeild advised that Symondsburry Parish Council had funds available. The Town Clerk reported that Bridport Town Council had included an allocation of £2,500 in its revenue budget for delivery of the BANP. The Clerk to Bradpole Parish Council reported that a set amount had been approved by the parish council.

AGREED: that the income and expenditure report be noted.

8. OTHER INFORMATION UPDATE ITEMS

The Project Manager reported that the web version of the BANP had been circulated for links from websites. Fifteen paper copies of the plan were to be provided as previously agreed. He asked whether further copies were required. Cllr Colin Baker requested three copies for Bradpole Parish Council. The Project Manager advised that he would also discuss with the Chair of the Steering Group.

9. DATE FOR NEXT AND FUTURE MEETINGS

AGREED: that the date of the next meeting be set when all participant councils had all adopted the revised terms of reference for the JCC.

AGREED: that all councils will advise the Town Clerk when the terms of reference have been adopted.

The meeting closed at 11.09am.