

Minutes of a meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE (NPJCC) held at Mountfield, Bridport on Thursday 2 December 2021 at 10.00am.

PRESENT: Councillors: Pelham Allen (Symondsburry Parish Council, Chairman), Colin Baker (Bradpole Parish Council), Jim Basker (Bothenhampton and Walditch Parish Council), and Ian Bark (Bridport Town Council).

Also present: David Dixon (Project Manager & Community Initiatives Officer) and Will Austin (Town Clerk).

**1. APOLOGIES**

Apologies for absence were received from Cllr Phil Lathey (Allington Parish Council).

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF LAST MEETING**

RESOLVED: that the minutes of the meeting held on 2 September 2021 be approved.

RESOLVED: that the notes of an informal meeting of the NPJCC held on 2 September 2021, as at Appendix 1 to these minutes, be received and noted, and that the recommendations therein be agreed.

**4. IMPLEMENTING THE NEIGHBOURHOOD PLAN – PROJECTS REVIEW & UPDATE**

Consideration was given to an update on project delivery ENCL: 3672, and a paper on project priorities and costs, ENCL: 3673.

In respect of project delivery, the Project Manager & Community Initiatives Officer advised that the report highlighted any new information, and that a meeting would be held the following week with heritage-related organisations to receive comments on a brief in respect of projects 1 and 3. Members were welcome to comment and/or attend.

Cllr Colin Baker asked whether this overlapped with Dorset Council's work, and advised that it was important to make people aware of their work. The Project Manager & Community Initiatives Officer agreed to look into this.

The Chairman reported that he had heard Bridport described as a Georgian town. Members discussed this description.

The Chairman asked for an update on the community bus. The Town Clerk advised that a new route would be implemented from 5 January 2022, and described the changes.

RESOLVED: that update on project delivery be noted.

In respect of project priorities and costs, the Chairman advised that the paper provided a helpful framework, and asked about the work of the Steering Group. The Project Manager & Community Initiatives Officer reported that the group was due to meet in mid-January and that its monitoring role was ongoing.

The Chairman asked members to consider the NPJCC's role in providing supporting resources. The following aspects were discussed:

- The potential for development of a funding plan from the information in the report;
- Possible sources of funding for the Plottingham Fields project. The Project Manager & Community Initiatives Officer advised that funding sources might include the National Lottery, Sport England, and Bridport Town Council;
- The need to include participating councils' projects that contribute to projects identified in the Neighbourhood Plan;
- The circumstances under which councils might contribute to project costs. The Heritage Interpretation Strategy and Climate Smart Activities projects were discussed;
- The timing of funding contributions and their interaction with budgeting timetables;
- External funding opportunities; and
- The potential for use of the Community Infrastructure Levy as a funding source.

RESOLVED: that members should notify the Project Manager & Community Initiatives Officer of projects agreed by their council, that contribute to projects identified in the Neighbourhood Plan and require funding.

RESOLVED: that project funding should be further discussed at either the March 2022 or June 2022 meeting; this discussion to include (i) consideration of contributions from participating councils, additional to the existing amounts allocated for the NPJCC revenue budget, and (ii) the role of Community Infrastructure Levy funds.

Members further discussed the Zero Carbon Homes project and the Project Manager & Community Initiatives Officer advised that a funding request had been sent to councils for contributions to the Energy Champions initiative.

RESOLVED: that the funding request for contributions to the Energy Champions initiative be re-sent to participating councils.

Members also discussed a proposed Electric Vehicle Charging Points project, including the potential to extend beyond car parks into domestic charging. It was suggested that this might be considered as part of a review of the Neighbourhood Plan.

RESOLVED: that consideration of Electric Vehicle Charging Points be deferred.

Other projects discussed were:

- Skate Park – Bridport Town Council was developing this project. Some potential funding sources had been identified, and Community Infrastructure Levy contributions would be helpful;
- Community-Led Housing – the Town Council had stressed the importance of this project and would seek to secure funding; and
- New Homes Calculation – The NPJCC had not yet seen terms of reference for the project, drafted by the Steering Group, and the initiative was on hold pending a Government white paper.

RESOLVED: that the project update be amended to reflect that terms of reference are pending for the New Homes Calculation project.

## **5. PRINCIPAL RESIDENCE REQUIREMENT POLICY**

Consideration was given to a paper from Cllr Baker, ENCL: 3674. The Chairman thanked Cllr Colin Baker for the paper, and advised that a mechanism was needed for calculating the extent of the issue. Cllr Baker summarised the paper and set out possible approaches, such as hypothecated Council Tax on second homes, allocated for affordable housing. Further information from Dorset Council was awaited, and the census could provide additional information.

Members discussed:

- Whether the impact of second homes was in certain areas
- Other factors beyond second homes that influenced the shortage of affordable housing;
- Neighbourhood Plan projects aimed at collecting a range of relevant information;
- An ongoing update to the Housing Register;
- The role of Neighbourhood Plans in addressing the issue;
- The impact of 'AirBNB'; and
- The need to maintain discussion of the issue of second homes and to focus on the impact on the wider issue of affordable housing.

RESOLVED: that the report of Cllr Colin Baker be noted.

## **6. ALLINGTON PARISH COUNCIL – PARTICIPATION IN BANP JCC**

The Town Clerk reported that Allington Parish Council had met on

9 November 2021 and following a discussion about the Neighbourhood Plan and associated contributions had agreed that “All councillors have decided they no longer wish for Allington to be a part of this and therefore will not be financially contributing any more.”

The Project Manager & Community Initiatives Officer reported that he had lodged a query with Locality regarding the implications of this decision. Members considered the matter, including:

- A need for clarity about the meaning of the decision, and the reasoning behind it;
- That the Neighbourhood Plan document would not be affected, as this had been approved by the planning authority to 2036; and
- The funding shortfall arising, which the Town Clerk advised he would ensure was resolved for the coming financial year.

RESOLVED: that the Town Clerk should write to the Parish Council on behalf of the NPJCC advising that the JCC was sorry to hear of the decision, and advising of its understanding of the implications for the Neighbourhood Plan.

RESOLVED: that a budget monitoring report be provided for the next meeting.

It was noted that with a quorum of four, the NPJCC could continue to operate, provided all members attend.

## **7. OTHER INFORMATION UPDATE ITEMS**

The Town Clerk reported that the next meeting of the Foundry Lea Working Group was scheduled for 8 December 2021. Cllr Colin Baker advised that the Foundry Lea addendum to the Bridport Access & Movement Study had worked on an old draft of the Design Code. Symondsburry Parish Council had considered the latest version of the Design Code. Bridport Town Council had received the document, but there had not been formal consideration at a meeting.

The Chairman reported that:

- He had discussed the Miles Cross junction with National Highways. The timetable had slipped and this could impact on the delivery timescales for the Foundry Lea development.
- The next consultation on the Dorset Council Local Plan was expected in May 2022. The Town Clerk advised that he had been told by Dorset Council that a revised Housing Needs Assessment was being developed.

## **8. DATE FOR NEXT MEETING**

The next meeting of the JCC is scheduled for 3 March 2022, at 10.00am. The Chairman advised that this would be his last as the representative for Symondsburry Parish Council, and that Cllr Paul Hartmann would take his place.

The meeting closed at 11.44am.

## Appendix 1

Notes of an informal meeting of the NEIGHBOURHOOD PLAN JOINT COUNCILS COMMITTEE (NPJCC) held at Mountfield, Bridport on Thursday 2 September 2021 at 11.16am.

PRESENT: Councillors: Pelham Allen (Symondsburry Parish Council, Chairman), Jim Basker (Bothenhampton and Walditch Parish Council), and Ian Bark (Bridport Town Council).

Also present: David Dixon (Project Manager & Community Initiatives Officer), Will Austin (Town Clerk), and Phyllida Culpin (BANP Steering Group).

Paul Everall (BANP Steering Group), Sal Robinson (BANP Steering Group), and Jim Tigg (BANP Steering Group) attended via a virtual link.

A formal meeting of the Joint Councils Committee starting at 10.00am on the same date became inquorate at 11.16am. Further business discussed after this time is recorded below as an informal record.

#### **4. IMPLEMENTING THE NEIGHBOURHOOD PLAN – PROJECTS REVIEW & UPDATE (contd. from formal meeting)**

The Chairman thanked the Steering Group for their work on project priorities and resources.

A further discussion regarding project funding followed, and the Chairman advised that he would request a report for the next NPJCC meeting, with the help of the Steering Group, incorporating indicative project costs. Members also considered the possible impact of a Community Governance Review on project arrangements and funding, and the relationship between the BANP and Parish Plans.

#### **5. IMPLEMENTING THE NEIGHBOURHOOD PLAN –ANNUAL MONITORING REPORT 2020-2021**

Consideration was given to a draft of the annual monitoring report, ENCL: 3647. The Project Manager & Community Initiatives Officer summarised the draft report, and requested that parishes provide details of contributions made to BANP projects.

Members discussed the report, and thanked Sal Robinson for her work in compiling the monitoring.

RECOMMENDED: that the report should be updated once parish contributions have been received, and circulated to member councils for approval under delegation.

**6. OTHER INFORMATION UPDATE ITEMS**

The Town Clerk advised that the Town Council's initial proposals for submission to the Community Governance Review would be published shortly.

**7. DATE FOR NEXT MEETINGS**

The future meetings of the JCC are scheduled for 2 December 2021 and 3 March 2022, all at 10.00am.

The Chairman thanked members of the Neighbourhood Plan Steering Group for their attendance and work in support of the Plan.

The informal meeting closed at 11.45am.