

Minutes of a meeting of the NEIGHBOURHOOD PLAN LOCAL COUNCIL JOINT COMMITTEE (NPJCC) held in the Committee Room at Mountfield on Thursday 3 June 2021 at 10.00am.

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

Also present: David Dixon (Project Manager & Community Initiatives Officer), Will Austin (Town Clerk) and Paul Overall (Bridport Area Neighbourhood Plan Steering Group, attended virtually).

1. ELECTION OF CHAIRMAN

Cllr Pelham Allen was proposed by Cllr Colin Baker and seconded by Cllr Jim Basker to serve as Chairman for the municipal year. There being no other nominations it was

RESOLVED: that Cllr Pelham Allen be elected to serve as the Chairman of the Neighbourhood Plan Joint Councils Committee for the municipal year 2021-2022.

Cllr Allen chaired the meeting from this point. He set out a procedure for ensuring that the business of the meeting could be transacted within one hour. Where necessary and with the approval of the NPJCC, matters could be deferred for consideration at an informal meeting to be held virtually, with recommendations at that meeting to be agreed under delegation.

2. APOLOGIES

No apologies for absence were received.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. ELECTION OF VICE CHAIRMAN

Cllr Jim Basker was proposed by Cllr Ian Bark and seconded by Cllr Pelham Allen to serve as Vice-Chairman for the municipal year. There being no other nominations it was

RESOLVED: that Cllr Jim Basker be elected to serve as the Vice-Chairman of the Neighbourhood Plan Joint Councils Committee for the municipal year 2021-2022.

5. MINUTES

RESOLVED: that the notes of the meeting held on 4 March 2021 be agreed as a correct record and be signed by the Chairman.

6. STEERING GROUP ACTION REPORT/REQUESTS

The Project Manager & Community Initiatives Officer summarised the notes of the meeting of the Bridport Area Neighbourhood Plan (BANP) Steering Group meeting held on 8 April 2021, and advised that these highlighted two requests of the NPJCC:

1. that a request be made to Dorset Council that its new proforma should include a simple tick box to indicate conformity with the BANP as well as the Local Plan and NPPF; and
2. to ask Dorset Council whether the monthly reporting, previously produced by Planning Officers, would be returning as part of the new planning service.

Cllr Colin Baker asked that the requests to Dorset Council acknowledge that their transformation programme was not complete.

RESOLVED: that the notes of the BANP Steering Group meeting held on 8 April 2021 be agreed.

RESOLVED: that the following requests be made to Dorset Council:

- (i) That its new proforma should include a simple tick box to indicate conformity with the BANP as well as the Local Plan and NPPF; and
- (ii) Whether the monthly reporting, previously produced by Planning Officers, would be returning as part of the new planning service.

7. OPERATIONAL BUDGET AND PROJECT FUNDING

Consideration was given to a report of the Town Clerk, ENCL 3618, which set out the NPJCC operational costs incurred in the year 2020-21 which showed a £43 surplus against the net budget, a proposed budget and member council contributions for 2021-22, and possible approaches to Neighbourhood Plan (NP) project funding.

Members considered:

- Whether to carry forward the £43 surplus from 2020-21 into the current year;
- Whether member council contributions could be paid in two instalments; and
- Whether the issue of project funding should be deferred for further consideration at an informal virtual meeting.

RESOLVED: that the outturn budget for 2020-21 be noted, and that a £43 surplus be carried forward into the current year.

RESOLVED: that the budget and member council contributions for 2021-22 be approved as tabled, and that member councils be allowed to pay in two half-yearly instalments if requested.

RESOLVED: that discussions of options for funding of NP projects be deferred for further consideration at an informal virtual meeting, and that any recommendations made at that meeting be approved under delegation to the Chairman.

8. IMPLEMENTING THE NEIGHBOURHOOD PLAN – PROJECTS UPDATE

Consideration was given to an update on BANP project delivery ENCL: 3619. The Project Manager summarised the report, which provided updates on 24 projects, which were either included in the Neighbourhood Plan or had a relationship with it.

ClIrr Colin Baker reported that project 15 should show the NPJCC as being involved in the monitoring of housing numbers. The Project Manager & Community Initiatives Officer advised that this would be corrected for the next update.

RESOLVED: that update on BANP project delivery be noted.

9. IMPLEMENTING THE NEIGHBOURHOOD PLAN – ARRANGEMENTS FOR ANNUAL MONITORING REPORT

Consideration was given to a report setting out an approach for producing the annual monitoring report for the BANP, ENCL: 3620.

ClIrr Colin Baker said he expected parishes to be able to make individual contributions to the monitoring report. He asked for confirmation that Bridport Town Council would produce the report as set out in the NPJCC terms of reference. The Town Clerk confirmed that the report would be a Town Council report and that parishes would be invited to submit individual contributions to the report.

RESOLVED: that the proposal for the annual monitoring report be agreed as tabled, subject to the report being produced by Bridport Town Council.

10. IMPLEMENTING THE NEIGHBOURHOOD PLAN – TERMS OF REFERENCE FOR STEERING GROUP MONITORING PROJECTS

Consideration was given to a paper setting out the Terms of Reference for the three Neighbourhood Plan Monitoring projects compiled by the BANP Steering Group, ENCL: 3621.

Members felt that significant further discussion of the terms of reference was required and therefore

RESOLVED: that the terms of reference be deferred for further consideration later in the meeting, and if unresolved at an informal virtual meeting to be arranged, and that any recommendations made at that meeting be approved under delegation to the Chairman.

11. AGENDA SETTING

The Chairman reported on concerns that reports and other paperwork in support of the agenda had on occasion in the past been circulated at short notice, too late to be properly digested in advance of the meeting.

RESOLVED: that the need to provide supporting documents with sufficient notice be noted.

12. OTHER INFORMATION UPDATE ITEMS

The Chairman proposed that this item be deferred to ensure that the meeting finished on time.

RESOLVED: that this item be deferred for further consideration at an informal virtual meeting.

13. DATE FOR NEXT AND FUTURE MEETINGS

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

RESOLVED: that the scheduled meeting dates be noted.

14. IMPLEMENTING THE NEIGHBOURHOOD PLAN – TERMS OF REFERENCE FOR STEERING GROUP MONITORING PROJECTS

Following on from minute 10, Members continued consideration of a paper setting out the Terms of Reference for the three Neighbourhood Plan Monitoring projects compiled by the BANP Steering Group, ENCL: 3621.

On project 16, Cllr Colin Baker advised he had no great problem with the proposed terms of reference for the project, which should be able to proceed as described.

RESOLVED: that the terms of reference for project 16 be approved as tabled.

Paul Everall advised that this was an important project and that the key was how to deliver it.

On project 17, Cllr Colin Baker advised that the project was for a monitoring process and not a campaign. The terms of reference suggested a review of the refusal of the principal residence policy and an independent view of this was needed. The Steering Group needed an open mind and not to be driven by what had been said previously. He considered the terms of reference not to be fit for purpose as tabled.

A discussion followed regarding the need to collect data before establishing any draft policy, which if proposed would then form part of the review of the Neighbourhood Plan.

RESOLVED: that the terms of reference for project 17 be revised to take account of the need to focus on data collection, with policy considerations to be based on that data.

On project 19, members considered whether a working group was required. Given time constraints on further discussion, it was

RESOLVED: that the terms of reference for project 19 be deferred for further consideration at an informal virtual meeting to be arranged, and that any recommendations made at that meeting be approved under delegation to the Chairman.

RESOLVED: that an informal meeting of the NPJCC be held on 21 June 2021 at 2.00pm via Zoom, and that Phyllida Culpin be invited to attend.

The meeting closed at 11.01am.