

BPC Neighbourhood Plan Advisory Committee

Minutes of the meeting held on Wednesday, 19th. April, 2017
7.15 p.m. in the Diamond Jubilee Hall

Voting Members present:

David Grinham, Chairman, Cllr. Colin Mercer, Vice-Chairman (CM), Cllr. Lesley Bowler (LB), Hugh Dixon (HD), Cllr. Sue Grinham (SG), , Cllr. Jeff Jones (JJ), Bob Nimmo (BN), Stephen Wildin (SW).

1. **Apologies:** Gerald Bradley, Cllr. Ron Clark, Cllr. John Gorham, Derek Oswald.

2. **Minutes of the previous meeting – 4.04.17**

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These were unanimously agreed to be a correct record. Proposed: CM, Seconded: JJ.

3. **Matters arising**

There were no matters arising.

4. **Proposed programme structure and topics to achieve a successful NP**

The Chairman said that we must have a structure plan that will focus on the key aspects of our Plan and that will dovetail with the work being done by Tony Charles (TC).

Stephen Wildin had produced a project management plan (previously circulated) and he now presented an updated version, with graphic. The intention is to have an entirely transparent system in which everyone is part of the team.

The process will be structured to help and empower the group to construct and deliver a high quality and effective Neighbourhood Plan. Goals will be set which should be based on the business acronym **SMART**, i.e. **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**imely.

The proposal is that working groups will feed their specific ideas and activities into a central information pool which will be accessible to the whole group. SW will be responsible for this resource, through which he will co-ordinate all information input and output and supervise progress on agreed activities and timescale. Regular updates will be given to enable us to monitor our progress and to comment on or discuss various aspects as appropriate.

It will be essential that all information and documentation goes through SW. This will provide one data source and repository of documents so that the whole Plan process is

recorded. From this library can be constructed summaries for communication to the public as the Plan progresses.

The Chairman felt that this would produce what is essential – a programme which is parish led, community owned and transparently structured. It is vital that we carry the people of Botley with us at all stages. He suggested that a monthly progress report should be given to the Parish Council.

After discussion it was agreed that this management plan is just what is needed and it was accepted unanimously that SW should proceed to set it up.

Associated items.

- HD said that we are not getting feedback on our draft policies but SW assured him that this will happen once the system is working.
- CM said that it is now evident that TC is an invaluable and vital resource, especially in his ability to express our ideas in planning language and format. He had therefore asked the Parish Council, in his position as Chairman, if they would commit more financial resources to further employment of TC. This would not be an open ended commitment but the councillors agreed that the Advisory Committee could ask for him to be called in for help at different times, as necessary. TC would give a costing for each work period which would then be put to the PC for approval.

Note: At the request of the Chairman the sequence of the agenda was then changed with the listed topic for item 5 moved down to number 8.

5. Volunteers for agreed topics.

Housing -

CM, LB, DG, SW.

Next steps: Discuss with TC

Possibly some external consultation

Transport -

HD, SG, CM.

Next steps: More input from the Parish to

produce a broad consensus, if possible.

CM hopes to talk again with Rob Humby.

Social and Physical Infrastructure –

JJ, SG, BN, Sec. (RN). RC

Next steps: This is a new topic proposed by TC and

needs a fair degree of work. Some sections are partly done, under other headings.

Heritage –

HD, BN, RN

Next steps: Needs fine-tuning and a little more input,

e.g. Archaeology.

6. Housing Topic Paper strategy

TC's approach in his draft document was considered by the meeting. His conclusions, contained in paras. 14.12, 14.13, and 14.14, were as expected.

These were that:

- We would remain neutral on development at BO2, accepting it if necessary but only with strong conditions attached.
- We would state that, apart from small windfall sites, Botley could not take any more housing in the plan period due to the need to absorb into the community the excessive development already taking place.

The Chairman suggested that we accept the Paper's conclusions but strengthen up the wording on our demands for BO2 – the specific benefits needed for Botley to be agreed later.

After further discussion he proposed that we accept TC's key strategic recommendation; to remain neutral on development at BO2 (but are firmer on the wording for our demands if and when BO2 comes up for development) and that we do not accept any further strategic development within the Parish. This was seconded by Lesley Bowler and all were in agreement.

7. Communications and Consultation process

CM, LB and SG volunteered to work on a programme in conjunction with the new project management system. Derek Oswald has already said that he wishes to be involved with this and SW or DG will contact him. The Chairman said that the team needs to decide how to be transparent but concise. Information must be distilled into an appropriate and understandable form to be put out to the community and to go on to consultation.

LB felt that, as we had already put policies to the public at the previous consultation, it would be embarrassing to explain the changes. CM said that we will say that there had been a preliminary consultation but it was a maturing process and we are now receiving professional input – there will be various consultation stages as the Plan develops.

SG asked if we should "weave" consultation into TC's plan. JJ said that we need to look through the past consultations in order to adapt and match the subjects to TC's new plan.

In conclusion SW suggested that we all take time to consider and digest the new system and bring it back to the table at the next meeting.

8. NP Contents pages and Topics List as suggested by Tony Charles

As promised at the last meeting TC has sent further guidance on the Plan structure (on file and circulated) and this was discussed by the group. There are various new areas to be considered, and some subjects have been reassigned to different headings.

TP2. The Planning Policy Framework. TC will undertake this section at a price to be agreed by BPC.

TP3. Housing. This is well under way.

TP4. Highways and Transportation. CM has circulated a draft and seeks more input from the group

TP5. Employment. This is a subject needing some specialised knowledge. Cm suggested that we put down our thoughts on this and then ask TC for advice.

TP6. Social and Physical infrastructure. This should include a further section on electronic infrastructure.

TP7. Heritage. This is well on its way.

TP8. Design and Materials. CM and SG volunteered to work together on this.

9. Any other business

9 (i.) BN is preparing an acronym list for future reference.

9 (ii.) CM has prepared a draft document making the case for a larger number of smaller houses in the Botley area, as distinct from affordable housing. This is unofficial at the moment. (Circulated).

9 (iii.) CM agreed that the Parish Centre rooms could be used for sub-group meetings.

9 (iv.) CM will set up a special section on botley.com to provide a document repository for the Plan, (access for Stephen and the Secretary).

10. Date of next meeting

Wednesday, 24th. May, at 7.15 in the Committee Room.

Rosemary Nimmo
Secretary

02.05.17