

BOTLEY PARISH COUNCIL



Minutes of the **Neighbourhood Plan Committee Meeting**
held on **Wednesday 17 October 2018** at 7:15pm in the Committee Room
at the Botley Centre, High Street, Botley

Present:

Meeting Chairman – Cllr David Weeden; Cllrs Ron Clark, Mrs Sue Grinham, Graham Hunter, Jeff Jones, Colin Mercer, Ms Angel Myerscough, Adrian Trace, Stephen Wildin

In attendance:

Non Committee Councillors: none; Members of the Public: 0

1/18/NPC Context

This was the first meeting of the Neighbourhood Plan Committee (NPC), a sub-Committee of the Parish Council, under the new Terms of Reference provided by the Parish Council. Accordingly, the Chair was initially taken by the Parish Council Chairman, Cllr Mercer.

2/18/NPC Apologies for absence

Apologies for absence for personal or business reasons were received from Cllr R Hann. Approved.

3/18/NPC Declarations of Interest

No declarations of personal or pecuniary interest were made in relation to items on the Agenda.

4/18/NPC Appointment of a Committee Chairman

- 4.1 Cllr Weeden - proposed by Cllr Mercer and seconded by Cllr Hunter. There were no further nominations.
- 4.2 Cllr Weeden was unanimously elected as Chairman.
- 4.3 Cllr Mercer handed over the chair to Cllr Weeden.

5/18/NPC Appoint a Neighbourhood Plan Committee Vice Chairman

- 5.1 There were two nominations as noted below.
 - Cllr Wildin - proposed by Cllr Mercer, seconded by Cllr Hunter
 - Cllr Grinham - proposed by Cllr Clark, seconded by Cllr Weeden
- 5.2 A vote was called. The result was 7 to 2 voting in favour of Cllr Wildin, who was duly elected.

6/18/NPC Procedure for appointment of non-Councillors to join the NPC

- 6.1 A meaningful discussion followed. Members felt that we should utilise all types Media available to the Parish Council, that is to say: word of mouth; notice boards; Botley website; Botley News, and Botley Bridge.
- 6.2 Potential non-councillors who have expressed an interest should first apply in writing to the Parish Clerk. All interested parties to be interviewed by the full Parish Council as to their suitability, their specialist knowledge and commitment. If successful they would be expected to sign the Council's Declaration of Acceptance of Office, which includes agreement to the Terms of Reference (ToR), before becoming a voting member of the Committee.
- 6.3 Any current application(s) with the Parish Clerk will be managed in the same way.

7/18/NPC Actions to get the Neighbourhood Plan (NP) project underway

- 7.1 Discussions within the group highlighted NP Training as a priority. Cllr Hunter advised that both he and Cllr Mercer had recently attended a full day NP seminar arranged by HALC, with a team of professionals, most notably John Howell MP, Parliamentary NP Champion. After further discussion within the group, it was agreed to explore several potential trainers/training organisations to arrange dates/numbers for a training day as soon as possible. Dates to be explored so that we have as many NPC members available as is possible.
- 7.2 Cllr Hunter also outlined the potential for funding for the NP plan as outlined in the 'Neighbourhood Plan Roadmap'. This potential funding to be applied for through the full Parish Council.
- 7.3 An integral part of the NP is the requirement for effective consultation with the Botley community. The results of consultation should be properly analysed, entered into a database with a unique identifier used to remove name, address and email address from the database.
- 7.4 Further group discussion continued regarding the previous documents provided by Tony Charles. It was felt these should be re-visited and updated, where necessary. As a priority a meeting with Tony Charles, if he was still available, would be arranged to explore the possibility of his updating the documents he provided, ascertain which topics can appear in the NP as Designated Policies and which are Aspirational Policies.
- 7.5 Cllr Weeden suggested that in the first instance, himself, Cllr Mercer and Cllr Wildin should meet with Tony Charles and report back to the Committee on the results of this discussion, ideally at the next committee meeting.
- 7.6 A meeting to be arranged with Julia Birt and Eastleigh Borough Council (EBC) planning officers, where we can request a list of Policies within the emerging EBC Local Plan.

8/18/NPC NP Project Coordinator (NPPC)

- 8.1 Following on from the previous Project management of the NP work carried out by Cllr Wildin, it was suggested by Cllr Weeden, then proposed by Cllr Mercer and seconded by Cllr Hunter that Cllr Wildin take overall responsibility for the coordination of the NP. Agreed by the Committee.
- 8.2 It was also agreed that Cllr Wildin would update the Botley NP section of the Botley website with all the current documentation. These documents would be stored in a restricted area of the Botley NP section with accessibility made available to **all** Parish Councillors and all other members of the NPC. Cllr Mercer to liaise with Cllr Wildin as to timescales and provision of passwords.
- 8.3 The Committee's Terms of Reference's to be reviewed and where appropriate changes suggested for the NPC to consider.

9/18/NPC Composition of the Neighbourhood Plan Committee

- 9.1 The Terms of Reference of the NPC are for 12 voting members, of which at least five are to be Councillors. Presently there are 10 Councillors so leaving space for only 2 members of the public. It was suggested that in due course some of Councillors would relinquish their voting membership to allow a larger number of Public voting members, although they might remain as non-voting members. It was noted that there should be more members of the public attending and participating in the business of the Committee. Cllr Weeden outlined that as the Committee goes forward it should consider **all** opinions within the Committee with the majority in favour prevailing.
- 9.2 Cllr Weeden and Cllr Wildin will meet within the next 14 days to review the previous plan with regard to the previous work done so as to plan the next steps and further work.

10/18/NPC Correspondence

None received.

11/18/NPC Date of next meeting

Wednesday 14 November 2018 at 7.15 pm.

The meeting closed at 9.25 pm.

Date: _____ Chairman: _____

These minutes could be the subject of amendments which will be recorded in the minutes of the following meeting