

BOTLEY PARISH COUNCIL



Minutes of the **Neighbourhood Plan Committee Meeting**
held on **Wednesday 20 March 2019** at 7:15pm in the Committee Room
at the Botley Centre, High Street, Botley

Present:

Voting Cllr members: Cllr David Weeden (Meeting Chairman); Ron Clark, Sue Grinham, Graham Hunter, Jeff Jones, Colin Mercer.

Voting non-Cllr members: Hugh Dixon, Peter Kemp

Non-voting, non-Cllr members: Mike Anthony

In attendance:

Minutes Secretary: Mrs Rosemary Nimmo

Non-Committee Councillors: 0

Members of the Public: 2

75/18/NPC Apologies for absence

Apologies for absence for personal or business reasons were received from Cllr Stephen Wldin.

76/18/NPC Declarations of Interest

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

77/18/NPC

The Chairman opened the meeting by welcoming Hugh Dixon back to the Committee and introducing Mike Anthony.

78/18/NPC

The Chairman then proposed that Mike Anthony should join the Committee for this meeting as a non-voting member, with a view to becoming a full member in due course.

Seconded by Cllr Jones and agreed by all.

79/18/NPC. To approve the Neighbourhood Plan Committee minutes of 20 February 2019, including one revision to 72.9a

The Minutes were approved unanimously and signed by the Chairman

80/18/NPC Matters arising from the minutes of the previous meeting

There were no matters arising.

81/18/NPC Question time/public session

There was no public input at this time.

82/18/NPC Attracting non-councillor members to the Committee

If Mike Anthony's membership of the Committee is confirmed by the Botley Parish Council (BPC), we will have three non-Cllr members, but we need six. The Chairman asked everyone to keep searching.

83/18/NPC Locality NP Grant

£1806.50 remains unspent from this year's grant. It must be returned by 31 March 2019 or a request made to roll it over into the next financial year. However, a new grant application cannot then be made until the first part is spent. Therefore, Chairman recommended returning the surplus and applying immediately for a further sum of £5617.50 for the year 1 April 2019 to 31 March 2020. This was agreed unanimously, and the Chairman will seek BPC approval.

84/18/NPC Professional help and funding considerations

84.1 The Chairman has approached Porchester Planning Consultancy (PPC), Tony Charles's company, and Planet, Liz Bourne's company, asking them each to supply a tender document for:

(i) Completing the Topic Papers (TPs)

(ii) Revising/writing the whole Neighbourhood Plan (NP)

Quotes have been received from both and are summarised here:

PCC	For completing 4 TPs	£ 8,250.00	Fixed price
	Writing whole NP	£17,600.00	Fixed price for 35½ days work
Planet	For creating a Position Statement (PS)	£ 1,260.00	At £420.00 per day
	Writing whole NP	£11,280.00	For an estimated 25 day's work

84.2 Planet would use the completed Housing TP and the other information from the 2016 and 2017 surveys to create a paper which would be taken out to the community to ask if that is what they want, and from this a draft NP would be produced. Planet were confident that the time allocated for the work was realistic and, if anything expected to be able to reduce the time required and so lower the cost. The Chairman commented there was a risk that if it took longer there would be an increase in the cost.

84.3 There was extensive discussion on the advantages and disadvantages of the plan put forward by each provider, with a summary of the points being as follows:

- 84.3a Cost considerations were of concern but as well as absolute cost there was an issue around the effectiveness of the outcome so what added value might come from increased cost;
- 84.3b What assistance will be provided for improving community engagement by public meetings and consultation?
- 84.3c How robust would the NP be in relation to legal challenge, what support would there be if this happened, had this happened to the provider before and, if so, how often and what had been the outcome?
- 84.3d Does PCC use too much planning jargon and put in too much content whilst Planet might produce a NP that was too simple?
- 84.3e How many NPs, as opposed to Local Plans, has each provider produced and how many of these NPs have been for Parishes facing similar challenges to Botley?
- 84.3f It was generally thought that Planet has an appealing public face, is pragmatic and does not waste time developing detailed documentation on unnecessary matters. On the other hand, PCC tends to cover all possible aspects related to the evidence base. It was noted that PCC has advised and supported BPC in a range of planning matters.
- 84.4 The Chairman, when pressed for his opinion, felt that Planet would probably be most suitable for our particular needs, but had wanted to hear everyone's views before expressing his own.
- 84.5 As there was no clear consensus about which provider to recommend the Chairman suggested that we should ask both PCC and Planet to give a presentation to the Committee members and other Councillors to demonstrate what they can do for us. This would be on the same day, probably a Saturday and each provider would be given 40 minutes, including question time. After that those present would decide what to recommend to the BPC. It was agreed that this is the right way to proceed and therefore, the Chairman will arrange such a meeting.
- 84.6 A formal tender process must be used to satisfy the BPC auditors that value for money has been sought, but his does not mean we are obliged to take the lowest price.
- 84.7 During this discussion Ginny Wright joined the public area, being interested to see how the NP functions. She was greeted by the Chairman who asked her opinion on community involvement. She said it was important that the presentation could be understood at all levels, but people definitely wanted to have their say. We needed to build on connections to get more people involved.

85/18/NPC Project Plan

Cllr Wildin, Project Plan co-ordinator, was not able to be at this meeting but is sending a further time scale plan to each Working Group (WG) Lead. The Chairman said that the important thing was that WGs must be clear on their work streams and the contents of these, which can include anything they think appropriate. They should tell Cllr Wildin what work streams they are taking on, what ones they feel are not relevant, what ones they feel need to be shared with another WG and when they might produce a first draft Working Paper.

86/18/NPC Documents to be noted

The Chairman drew attention to the five listed documents that he had made available on the website for reference, these being:

- Botley Bridge article Apr 2019 in NP Docs/Communication
- NP Report to BPC meeting 12 Mar in NP Committee Minutes (All)
- B SHLAA WP bpc v10 2019 in NP Docs/Housing
- BNP Contents TP v8 2019 in NP Docs/Topic Papers
- BNP Topic Paper List TP v8 2019 in NP Docs/Topic Papers

87/18/NPC Documents for next meeting

- Education WP npc v5 2019 is on the website under NP Docs/Education and should be studied for discussion at the April meeting.

88/18/NPC Documents for this meeting

- Heritage WP wg v2 2019 in NP Docs/Locality
- Heritage & Design TP7 v4 full 2019 in NP Docs/Topic Papers.

89/18/NPC Working Groups

- 89.1 Communication
The group will meet on 25th April. The Chairman has validated all the data from the 2017 survey and 612 comments have been recorded. The WG will consider what content from these can contribute to a potential Vision for Botley.
- 89.2 Economy
A draft working paper (WP) is ready and will be circulated
- 89.3 Education
The WP is on the website for everyone's consideration. Factual comments are welcome, but not opinions at this stage, please.

- 89.4 Health
The Chairman (WG lead) recorded that he has arranged a meeting with WHCCG to discuss the abysmal state of primary care in Botley. This figures widely in survey comments. Cllr Hunter feels that our MP, Mims Davies, must be told that the situation is completely unacceptable, and the Chairman will do this.
- 89.5 Housing
89.5a Cllr Hunter has integrated the recently received Esso and Southern Gas pipeline information into the SHLAA (was called SLAA). This is useful information for any development proposals.
89.5b Funding for a Housing Needs Assessment has been agreed by Locality and the actual assessment will be carried out by AECOM. This should take about three months to complete.
- 89.6 Infrastructure
The WG lead being indisposed, there is no report. However, the Chairman has been contacted by Richard Kenchington asking if the Eastleigh Ramblers can re-engage with our NP. Cllr Grinham would like to be involved in this work and the Chairman will contact Richard to invite him to assist us in this area and to provide contact details.
- 89.7 Locality
89.7a Cllr Clark, having submitted the Heritage Working Paper (WP), is starting work on other subjects to be covered by the Locality WG. He is on his own and urgently needs at least one more group member to assist as the WG has a wide remit.
89.7b Cllr Mercer will ask the Parish Clerk to send Cllr Clark details of sporting and leisure activities in the Parish.
89.7c The Chairman noted that Tony Charles is very pleased with this draft and has incorporated most of it in the Design & Heritage TP.
89.7d Other suggestions for inclusion were the Black Barn, which was thought to be listed, some old signage around the village that should be preserved and any Victorian post boxes that can be identified.
89.7e BPC will be talking to EBC about Locally Listing the new Poppy Memorial.
89.7f The Chairman thought that all these things were important to show the Examiner that we have comprehensively considered the importance of the many aspects of Botley.
89.7g In the Heritage & Design TP7 v4 full 2019 Cllr Jones was not happy with the description of West Botley included in the TP, which seemingly dismisses it as a featureless collection of modern developments.
89.7h The Chairman said that it was important to ensure that all WPs and TPs are acceptable to the Committee and suggestions for more appropriate wording could be sent to him at any time. The Chairman asked everyone to email him if any other changes were required and that it would be about three weeks before he presented the papers to the BPC
- 89.8 Transport
89.8a Cllr Mercer said that he had not been able to make progress with the WG this month because of pressing BPC matters needing his attention.
89.8b It was noted that we had little control over local bus services, but comments could be included in the NP as a community aspiration.

90/18/NPC Correspondence

No correspondence has been received.

91/18/NPC Date of next meeting

Wednesday 17 April 2019 at 7.15 pm.

The Committee Room had been booked for the 3rd Wednesday of the month till April 2020.

Date: _____ Chairman: _____

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