

Meeting	6	
Meeting title:	Neighbourhood Plan Working Group	
Date:	22 nd October 2015	
Venue:	Holwell Village Hall	
Attendees:	Bruce Duncan (Chair Holwell Neighbourhood Plan Working Group) Sally-Anne Holt Neil Peirson Rodney Antell Steve Atchison Patrick Constable Phil Curtiss Colin Evans Robert Hole Dave Hollex	BD SAH NP RA SA PC PhC CE RH DH
Agenda:	<ol style="list-style-type: none"> 1 Welcome: <ol style="list-style-type: none"> 1.1 Apologies 1.2 Opening Remarks 1.3 Transfer of chair 2 Notes of last (5th) Meeting – 30th September 2014 3 Proposed Process Going Forward 4 Update from Focus Groups, covering: <ol style="list-style-type: none"> 4.1 Housing 4.2 Business 4.3 Roads and Transport 4.4 Environment 4.5 Community (including Village Hall) 5 Village Meeting and Questionnaire 6 AOB 7 Date of Next Meeting 	

Actions

1. Welcome

1.1 Apologies

Sue Crosby (SC), Peter Macfarlane (PM), Jo Edmondson (JE), and Bob Pearce (BP) were unable to attend.

1.2 Opening Remarks

BD introduced SAH and explained that the aim was that the chair of the Neighbourhood Plan WG would be transferred to her, and this was agreed.

1.3 Transfer of Chair

SAH explained that she had lived in Holwell, in Stony Lane, for 12 Years, and in Somerset & Dorset since 1977.

	<u>Actions</u>
2.	<u>Notes from 5th Meeting (30th September 2014)</u> The notes of the last Neighbourhood Plan Working Group Meeting were approved.
3.	<u>Proposed Process Going Forward</u> BD & SAH have agreed on a planned way forward. It is proposed that the process is “kick-started” with a Village Meeting that would be a focus meeting as a precursor to creating the Neighbourhood Plan Questionnaire. The aim would be to elicit views on whether, for example, any development was desirable, and on the perceived housing need. It was agreed that we need such a meeting (to ensure that people in Holwell realise that work on the Neighbourhood Plan has not ceased). BD said that he was concerned that the meeting should be properly structured, perhaps with an introduction, updates from the Focus Groups, a talk, and a handout, and possibly a board with ideas of how the Neighbourhood Plan could look.
4.	<u>Update and Way Ahead for Focus Groups</u> Progress made with the Focus Groups was discussed (see below) – SAH summarized that some work had been done, but that we are waiting for the results from the Questionnaire before progressing further. However, SAH pointed out that, after the planned Village Meeting, the Groups will come into their own again – and could generate their own questionnaires.
4.1	<u>Housing (NP & CE)</u> NP explained that a survey had been carried out, and the results noted, with a map and photos of existing housing. However, they are now waiting for the results from the Questionnaire (a draft for which was produced but deemed not acceptable, and there are no alternatives as yet). CE added that we need more people to be involved.
4.2	<u>Business (JE and BP; neither present)</u> BD explained that there are few businesses in the village. A view from the community is needed on what is wanted. The Pre-School Nursery and Honeybuns are looking to expand. But, transport and infrastructure are very limited. It was agreed that more people work from home, and needed to be on-line. And it looks like superfast broadband is now here. SAH said that we need to get information and feedback from the Village Meeting. She also added that it is important that those with an interest in businesses should declare the fact.

	<u>Actions</u>
4.3	<p><u>Roads and Transport</u> (PM, RH and DH)</p> <p>DH explained that little progress had been possible. RH added that it was decided that we need a Village Meeting first.</p>
4.4	<p><u>Environment</u> (PC, PB and RA)</p> <p>PC explained that early work had been done to identify special areas, which were few – there is only one possible location. BP had also identified agricultural use and flood plans (SAH has a copy of this).</p> <p>SAH asked if everyone was comfortable with the boundary identified. She pointed out that there are some outlying properties. She also explained that census information is also available, and that it is good to make sure that everyone is aware.</p> <p>PC explained that Woodbridge Farm is not part of Holwell.</p> <p>BD said that there are 161 households in Holwell, and that it would be nice to see them on a map. SAH thought that this should be available through the WDDC, and BD agreed</p>
4.5	<p><u>Community</u> (PhC & SC)</p> <p>PhC said that there was not much to report. They had produced a small questionnaire to identify if a Village Hall was wanted, and had a good response. The location of the hall would depend on planning policy.</p> <p>NP suggested that the field north of the Nursery School would be a suitable site, but RH believed that it would be very wet.</p>
5.	<p><u>Village Meeting and Questionnaire</u></p> <p>5.1 <u>Process</u></p> <p>The process of creating a Neighbourhood Plan was discussed. PhC said that there are publications about how one proceeds, such as the Neighbourhood Plan Roadmap Guide, by Diana Chetwyn (available from www.locality.org.uk).</p> <p>SAH said that we need to focus on the process, and consider whether we have enough resources and skills for the various roles. We should aim to get the village to say how they want Holwell to look.</p> <p>CE asked if the final referendum involved a simple tick for Yes or No; SAH said that it is. BD added that there is then a Neighbourhood Plan to relate this to (e.g. roads, business, housing, services, etc.).</p> <p>RH said that it would be difficult to come up with a transport plan until more is known about the results from the rest (e.g. business, housing, etc.).</p> <p>NP was concerned that there could be vested interests (e.g. financial, ownership of adjoining land, etc.). Therefore we need to be as open as possible, otherwise it can all unravel if we are identified as biased. SAH was surprised that we have no Terms of Reference. She offered to draft some Terms of Reference and address the possibility of conflicts of interest.</p>

	<u>Actions</u>
5.2	<u>Local Plan</u> The WDDC Local Plan was discussed. BD said that it had now been approved, and that under it, no development would be possible. SAH said that we need to confirm its approval. BD also said that the Local Plan could change. Therefore we need to make the point that it is dynamic and that it could be influenced by the Neighbourhood Plan. We could use the White Hart Vale Community Magazine to get information across, and to raise interest.
5.3	<u>Finance</u> Financing the development of the Neighbourhood Plan was discussed. BD explained that there is a lot of stress on the Parish Council budget. To obtain funds, we would need to make a bid for money this January, for 2016/17. SAH added that there are grants to be had. BD said that we could outsource it all for around £10,000 to £15,000. PC asked what the cost had been for developing a Neighbourhood Plan in Cerne Abbas or Buckland Newton. BD said that he believed that Cerne Abbas cost about £11,500; he was not sure about Buckland Newton – perhaps £3,000 plus some grant funding. He believed that we would need considerably less, perhaps only about £500. NP said that somewhere had had a £4,000 launch party; SAH thought that this might have been Cerne Abbas.
5.4	<u>Timescales and Scheduling</u> Timescales and dates were discussed. SAH believed that we should aim to have a meeting one month before each Parish Council meeting. The dates for these in 2016 are: <ul style="list-style-type: none">• 12th January 2016• 17th May 2016 (the AGM)• 26th July 2016• 11th October 2016 BD said that we should plan to have a Village Meeting and a draft Questionnaire by the AGM date. Suitable dates were then discussed. BD pointed out that a lot of work would be required if it is to be successful, and that the WDDC will need notice. November/December is too soon (and BD is not available for much of January). Therefore, the end of February, or early March would be a good time to aim for, as a date for the Village Meeting. But we would need to work at it before the meeting. We would then need our own meeting after that, around Easter, and then produce the Questionnaire in time for Parish Council AGM. SAH said that there would be a lot of preparation work, if we are to have a Village Meeting in February/March - to formulate processes, and establish its structure, workloads, and aims.

Actions

BD said that he and SAH would need to visit the WDDC, and that, therefore, January would be best for our next meeting. We also need to get our communications sorted out, and arrange booking of the Village Hall. So, the aim might be to have the Village Hall meeting in Late February / early March, and confirm the Questionnaire by the first week of May.

SAH said that the meeting to finalize / validate the Questionnaire could then be in April. We could also have a meeting in January to confirm plans for the Village Meeting. SAH said that she would address communications using the Parish Council website, and also that we could have a regular slot in the magazine. She could also scan-in documents if necessary.

Thus the planned timetable would be:

- January 2016 - Neighbourhood Plan WG meeting on structure of the Village Hall meeting.
- February / March 2016 – Village Hall meeting.
- April 2016 – Neighbourhood Plan WG meeting to finalize Questionnaire.
- May (17th) 2016 – Parish Council AGM

Everyone seemed comfortable with this as a working timetable.

SAH and BD will contact the WDDC and identify a date. SAH will send out a framework for the meeting to discuss the Village Meeting.

6-2
SAH/BD

6. Any Other Business

CE pointed out that this will require a lot of work and time, which he's prepared to put in. However, he would like to be sure that the level of interest within the WG is sufficient for the process to make adequate headway.

BD said that he thought we should progress in manageable steps, and that his commitment is total unless we fail to get a mandate.

RH pointed out that no progress would be made in Holwell, with respect to planning, unless we do this. BD added that this is one way of protecting the village.

BD explained that he had received correspondence concerning a planning request from Crouch Hill Farm. Details will be on the Parish Council website.

7. Date of Next Meeting

To be decided.