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Meeting Title:	Neighbourhood Plan Working Group	
Date:	7 th July 2016	
Venue:	Holwell Village Hall	
Attendees:	Sally-Anne Holt (Chair Holwell Neighbourhood Plan Working Group) Steve Atchison Rodney Antell Patrick Constable Phil Curtis Colin Evans Dave Hollex Roger Kellow Bob Pearce Neil Peirson	SAH SA RA PC PhC CE DH RK BP NP
Agenda:	1 Apologies 2 Opening Remarks 3 Notes of last (12 th) Meeting – 9 th June 2016 4 Next Steps 4.1 Grant Application 4.2 Project Plan 4.3 Gathering Evidence 5 Date of Next Meeting 6 AOB	

Actions

1. Apologies

Lord Aldenham (LA), Jo Edmondson (JE), Diana Gibbs (DG), Robert Hole (RH), Peter Macfarlane (PM), Katrina Wall (KW), and Libby Wilton (LW) were unable to attend.

2. Opening Remarks

SAH thanked those supporting the recent Village Open Meeting on 17th June, to report the results obtained from the earlier Village Open Meetings. She also welcomed Roger Kellow to the Working Group, and said that Sue Crosby had expressed interest in taking part again.

She said that she is currently working on the paperwork to support a grant application.

She also recently discussed the Neighbourhood Plan with Oliver Rendell, an environment assessment officer, who has offered to help.

She is intending to visit the WDDC Housing Enablement Officer soon.

Currently the WDDC Local Plan is being reviewed, and the aim is for us to be involved in that process.

Actions

SAH recently met Jo Witherden, who is very supportive. She helped with the Parish Council's response for the WDDC planning meeting on 16th June 2016, and would be a good consultant for the development of the Neighbourhood Plan; there may be others who could be used, but Jo is very knowledgeable.

SAH has also recently asked the WDDC planners what they might be able to contribute, but they are a small team and are currently very busy with the Local Plan review, and so we may get more assistance at a later date.

NP asked about the timescale for reviewing the Local Plan. CE thought that the aim would be to complete it by October. It was thought that the Local Plan would need to be in line with the national plan, and would be looking at housing need; this was last addressed in 2011.

3. **Notes from 12th Meeting (9th June 2016)**

The notes from the previous meeting were accepted (see Appendix A). The actions have been completed.

4. **Next Steps**

4a. **Grant Application**

There is a long on-line document for this, which includes aims and objectives, together with how it could be achieved. SAH has had help from Jo Witherden with this.

CE asked about possible grants. SAH explained that we would need to state an expression of interest, probably through Keith Budgell, as clerk to the Parish Council. CE thought that using Jo Witherden to help here would be beneficial, and that we would avoid wandering with Jo's assistance to steer us. SAH said that Jo is already helping us, and that we could use Parish Council funding to help with any costs arising.

NP said that she could probably also help with the survey. SAH said that we could even pay to have a survey carried out; she will speak to Jo and also to Loders.

13-1 SAH

4b. **Project Plan**

This is work in progress. SAH has some outline plans from different sources, and SA is working on a more detailed version.

4c. **Gathering Evidence**

SAH said that there is a video on the Locality website on gathering evidence, that is worth looking at:



Developing_a_robust_evidence_base_v1

SAH then went through a presentation on an easy guide to a Neighbourhood Plan, and explained where we are in the process:

Actions



SAH said that we need to establish what we need to know to write the policy developed in the Neighbourhood Plan. NP suggested that we need information on types of housing, potential demand for it, and the age structure of those in the village and of those wanting to live in Holwell.

SAH said that Loders Parish Plan development had used a questionnaire to ask about people in the village, their age, how long they had lived there, etc. But this raised the question of whether this is the best way to go about this.

SAH said that Gillian Constable had said that it was difficult to get 100% feedback. Therefore, we may need to use a mix of methods: on-line, door-to-door, etc. She added that we had had very positive feedback about our flyers for the Village Open Meetings.

SAH suggested that we could have a series of questionnaires, possibly once a month. BP thought that this might be too frequent, though shorter ones more often might get a better response. He believed that one or two larger questionnaires, of say 10 pages, could be less popular.

NP asked if we were happy to use Loders as a blueprint? SAH said that it is a very good plan, but there are others, such as Buckland Newton. But, she emphasized that we must have evidence.

SAH explained some of the aspects of affordable housing, that is social rented housing not inexpensive housing. She also pointed out that starter homes can be age caveated.

The meeting then broke into two groups to discuss what information is required and what evidence we need.

Aspects identified included the potential for encouraging children to stay in the village once they are independent and how this might have an impact on the need for affordable / social housing, the ability to self-build, and the possible need for suitable properties to enable residents to downsize on retirement.

BP asked whether the Neighbourhood Plan can be updated and if so how. SAH said that it needs to be up to date. However, it would be less dynamic than the Local Plan. But nobody's got that far yet. She would suggest an annual update, but would look into it.

13-2 SAH

7. **Date of Next Meeting (DONM)**

It was agreed to hold the next meeting in a month, on Thursday, 4th August 2016.

Actions

8. **Any Other Business (AOB)**

Village Walkarounds

The idea of having “walkarounds” of the village was discussed.

NP pointed out that we might be on private property, but SAH said that, if that were likely to be the case, she would phone and check first. The aim would be to identify potential sites for development - the WDDC call for sites to be proposed for use in the development of their Local Plan, and we could do the same, comparing those proposed using similar criteria. This might be achieved with advertisements, in the Blackmore Vale Magazine.

SAH suggested a two hour walk, either one evening or on a Sunday. It was agreed that the first of these walks would be on the evening of Thursday 14th July, at 19:00, meeting at the Village Hall.

Letter to Landowners / Stakeholders

A letter to landowners and stakeholders was discussed, aimed at ensuring that they are aware of the Neighbourhood Plan and giving them an opportunity to be involved. SAH said that a letter would need to be from the Parish Council, and signed by Bruce Duncan.

Appendix A - Notes of last (12th) Meeting – 9th June 2016



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