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Meeting Title:	Neighbourhood Plan Working Group	
Date:	4 th August 2016	
Venue:	Holwell Village Hall	
Attendees:	Sally-Anne Holt (Chair Holwell Neighbourhood Plan Working Group) Steve Atchison Patrick Constable Phil Curtis Jo Edmondson Colin Evans Dave Hollex Neil Peirson Katrina Wall Libby Wilton	SAH SA PC PhC JE CE DH NP KW LW
	Bruce Duncan (Chair Holwell Parish Council) Diana Gibbs (Holwell Parish Council)	BD DG
Agenda:	1 Apologies 2 Opening Remarks 3 Notes of last (13 th) Meeting – 7 th July 2016 4 Project Plan 5 Gathering Evidence – Demographics and Housing Needs Questionnaire 6 Date of Next Meeting 7 AOB	

Actions

1. Apologies

Lord Aldenham (LA), Rodney Antell (RA), Robert Hole (RH), Roger Kellow (RK), Peter Macfarlane (PM), and Bob Pearce (BP) were unable to attend.

2. Opening Remarks

Grant Application

SAH said that she had now submitted a Grant Application for about £5,000. Most of this will be to fund support from Jo Witherden. The application went in last Thursday (28th July) and we hope to hear the result by next Friday (12th August).

SAH said that Jo Witherden is currently away on holiday, but that she had now been engaged, subject to the approval of Grant Application to provide funding.

Village Walkarounds

We have now completed two walks around the village. These took place on Thursday 14th and Thursday 28th July. SAH said that these had been very useful and had identified various locations including barns.

Actions

JE asked whether we would publish the “crosses on the map” identifying these locations. SAH confirmed that this was the aim, and that she hoped to have this up on a wall at the next meeting, for inspection and discussion.

A third walk is planned, that will encompass Sandhills and The Borough.

Landowners Map

SAH said that the map of who owns what land in the village was still in progress, and expressed her thanks to LW for her recent work on this. JE asked what the rough number of houses being considered was. SAH said that the number on the Grant Application was 10, but caveated. She explained that the application requires one to put either Yes or No for allocated sites. NP pointed out that we don’t yet know what the need is.

Meetings

SAH and BD had a meeting with William Beveridge of Sherborne Castle Estates on Monday 1st August. She now has a copy of his map of the area. Currently they have no formulated plans regarding development in Holwell. Mr Beveridge commented on the view from Bishops Caundle towards the Borough which prompted SAH to point out that we should be aware that views and their maintenance are an important part of the Neighbourhood Plan.

BD added that William Beveridge was also pleased that we had been to see him, and that he will continue to stay in touch.

SAH said that other meetings were planned, and that they were working on a date for a meeting with Boon Brown Architects and Hugh Watkins, who have said that they plan to appeal against the recent refusal of planning permission for their intended development near the Nursery School (Application WD/D/15/002295). BD and SAH will aim to attend.

SAH said that she had spoken to Paul Derrien, the WDDC Housing Enabling Officer (he and others presented to the Parish Council recently). He said that currently things are in a state of flux. Across Dorset there are 1,300 on the housing register. There are 3, possibly 4, for Holwell, 7 for Bishops Caundle, and a further 3 for other local parishes; this excludes North Dorset. NP believed that there were 3 for Holwell and 5 for Pulham. SAH said that the Paul had offered help with our survey, though if they did it for us there could be restrictions on the amount of information that we could have. However, they are keen to work with us.

Currently the definition of “local” includes those who live or work in the village, those with family in the village, and those who have worked in the village within the last 5 years.

NP said that he was suspicious of the housing register. He had made a request under the Freedom Of Information Act and was told that the information was confidential. Therefore, it appears that the planning officers are simply interested in achieving the overall numbers required. However, SAH said that she was reasonably confident of the figure of three.

Actions

BD said that, with an appeal, we will want to see the data, and that they will have to provide that information. The Housing Enabling Officer had said that these are their figures, even if the planners may interpret them in their own way.

DG asked about Lydlinch and Kings Stag. SAH said that another thing that Housing Enabling may do is ask for expressions of interest. The Housing Register had had around 3,000 on it, but this was now down to about 1,300. It may be that many think that there is no point in registering – asking for expressions of interest could increase this number.

DG asked about the land behind the plot. SAH said that Magna Housing could again become interested in building there.

3. **Notes from 13th Meeting (7th July 2016)**

For technical reasons, the notes from the previous meeting were not available for review. SA will send these out once they have been finalised (see Appendix A).

14-1 SA

4. **Project Plan**

SAH had included Jo Witherden's general project plan in the Grant Application. SAH said that SA has been developing a more detailed project plan and that these plans will be combined.

The Jo Witherden plan was discussed. SAH explained that the colour coding refers to consultation issues. "SEA" is the Strategic Environmental Assessment (which considers the impact on the Neighbourhood Plan proposals on the environment), which is mandatory under EU regulations. The WDDC point of contact regarding this is Oliver Rendell; he is happy to help us with our draft.

The aim is to have our draft options completed by December 2016 / January 2017. DG said that this will involve a lot of work. SAH said that this is the hard bit. She compared it with Loders which generated:

- Facts and Figures
- Plan
- SEA
- Summary of Consultation
- Reference documents
- Survey Report
- Basic Conditions Report
- Village Design Statement
- Conservation Area Appraisal

JE suggested that we might use the Loders documents as templates / strawmen, which we would then modify as necessary. SAH agreed that this would be a possible way of tackling them, but that we should remember that at least one of the Loders documents was produced in 2000, long before their Neighbourhood Plan was developed.

Actions

SAH asked that anyone with time and a willingness to assist please offer to help. We would aim to have a formal plan by June 2017.

5. **Gathering Evidence – Demographics and Housing Needs Questionnaire**

CE asked if the aim was to gather evidence to be gathered by us as a group or from the general public? SAH said that we will be collecting and collating facts and figures, but at some point we will add our opinions, which will ultimately be put to the village.

BD agreed that the next step from collating and collecting would be to make a decision, and that people then need to be consulted. He added that, if we want the average age of people in the village to be younger, say, we can start by getting information from the survey. However, if we want to be more imaginative, then the ideas for how to do this probably won't come from the survey results. We need to get detailed, specific, feedback, so that we can create detailed layers of information underneath the general results. SAH added that the average age of people in the village stayed fairly constant, as people move into the village and balance out any deaths that occur.

SAH said that, in our previous discussions about how to approach the survey, we had considered the strengths and weaknesses of many versus few surveys to be completed. SAH and BD were of the opinion that having only one survey would be the better solution. JE said that we may need a follow-on survey, and that we should aim to keep our options open. SAH and BD agreed. SAH said that the result of the survey will generate more questions, which in turn could mean further surveys and Village Open Meetings. But at present we should focus on gathering the facts and figures.

DG asked how soon we want to get these questions out? SAH would like to finalize questions by 1st September. Therefore, there will need to be more interaction, and we will probably need to meet up in the interim. She would like to get a flyer in the next issue of the White Hart Vale Community Magazine.

SAH suggested that we each deliver the final survey questionnaire to about ten houses. We could offer to help if that is required, but we don't want to be "doorstepping". We could have more Village Open Meetings or social events, at which help with completing the surveys could be provided. The aim would be to complete the process by the end of October.

CE said that we should get a lot of good information, and suggested doing the survey on-line. SAH said that she had in mind using Survey Monkey or a similar tool to do this. But, she said, that we would need to create and test it, and write some documentation too.

JE raised the potential problem of people completing more than one copy of the survey. This was discussed and it was thought that this was less likely to happen with on-line questionnaires; surveys could be numbered and tracked.

SAH said that Melanie Jones may be able to help with this. Melanie had said that she could help with the survey, but that was some time ago. We could make decisions on what questions to ask, and Melanie could review this with

	<u>Actions</u>
respect to coherence etc. and how well we can get quantitative data. JE said that she would contact Melanie.	14-2 JE
PhC said that we should capture our reasoning as we develop the questions, to ensure visibility.	
Parts 1 & 2 of the draft Holwell Parish Survey questionnaires were reviewed and discussed, in particular the sections concerning Household and Personal details, and the Housing & Planning. Currently there are 14 pages.	
Various comments and suggestions were made. SAH collate those provided so far and will send out the survey to the Working Group for comment.	14-3 SAH
CE and PC have looked at building design. CE said that, from our village walks, it is apparent that there is no clear design approach for buildings in Howell, and that they are in a wide range of styles, old and new.	
PhC asked if there are any overriding factors, such as, for example, mains drainage requirements and the view of Wessex Water. SAH said that this was part of the formal work of WDDC. DH said that he didn't think that the water supply would be an issue. However, sewage might be different. He thought that there might well be some slack in the system, but that, if there is a problem, it would be down to the developer to fund. PC added that the situation regarding electricity supply would probably be similar. SAH said that she would ask for a formal response.	14-4 SAH

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

It was agreed that we should aim to have a meeting on the first Thursday of every month until further notice. Thus there will be a meeting on Thursday 1st September 2016.

However, CE suggested that we have an additional meeting in two weeks. SAH agreed, and it will be at 19:30 in the Village Hall on Thursday, 18th August 2016. This meeting will be aimed at allocating work rather than discussing matters.

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

Holwell Village Fete

There is to be a stand for the Neighbourhood Plan at the village fete on the 27th August. It was agreed that we would aim to put up boards as at the Village Open Meetings, in the tented area of the fete, and that information, such as updated Frequently Asked Questions would be available. Volunteers are needed to help with setting up and running this.

Appendix A - Notes of last (13th) Meeting – 7th July 2016

