**Bovey Parish Neighbourhood Plan**

**Minutes of the 18th Steering Group Meeting**

**12th September 2019 at 7.00 pm**

Attending:

Cllr Robert Bradshaw (RB) - chair

Tom Wilson (TW) - v chair

Cllr Sheila Brooke SB) - ex officio

Martyn Iles (MI)

Mark Bailey (MB)

Kate Morgan-West (KMW)

Minute-taker – Lisa Robillard Webb (LRW)

1. Welcome, Introductions & Apologies

Apologies: Marion Edwards, Cllr Eoghan Kelly, Cllr Ulli Arnold, Julie Arnold, Alan Taylor

1. Declaration of Interests: - None declared.
2. Climate Emergency: - RB read the statement: “The Council Declaration and to embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council’s own response to this challenge.”
3. Minutes: -

4.1 - Minutes agreed after the following discussions – TW proposed, MI seconded: carried (2 abstentions as members were absent at the last meeting):

* 1. On Page 1 of the NDP Steering group Minutes 1st August 2019, change suggested. MB has supplied the sentence wording underlined:

*A further £1870 grant can reasonably be expected from Groundwork (DK stated that neighbourhood plans making allocations qualified for an additional £6000 grant from Groundwork).  Sources of additional funding might include the 2020/21 parish precept (BTTC granted £1000 in both 2018/19 and 2019/20), Grants for All, county/district councillors' community funds and local grant-giving organisations.*

* 1. MI asked if MW had put into action the actions 6.2(ii) on the Baseline Traffic Survey. KMW took item to the last Recreation, Parks & Property Committee where it was agreed, but has the survey been formally requested?
	2. Go back to original template of minutes which collated action points at the end – LRW.

4.2 – Actions from the minutes:

* 1. (d) TW has circulated the presentation to the SG
	2. (m) JA to clarify if Liz Evans is still part of the Housing Working Group – e mails sent but no reply yet
	3. RB to check with MW about:
		1. the activation of a parking audit with a letter of confirmation to David Kiernan (SG have agreed to fund this from their budget)
		2. whether the baseline traffic survey went to the 2nd September 2019 (UA) and to find out the result
	4. TW to check with Cathy Burgess whether she will join the working group
1. Chair and Vice Chair Reports:

5.1: RB discussed timescales for the completion of the NDP, starting by agreeing the end point and working backwards to develop the plan. RB made the suggestion that the draft plan is sent by the end of January 2020 for review by DK and the Assessor. Public consultation could then take place in April / May with the referendum taking place in June. RB moved to 7.2 of the agenda (however the notes of this discussion are placed in the section for 7.2)

5.1: TW introduced the document ‘Examples of Neighbourhood Plan Policies’.

1. Secretary and Treasurer Reports:

6.1: Secretary Report: Any changes to minutes template welcome to best suit the needs of the group.

6.2: Treasurer Report:

Income to date:          £9130.00

Expenditure to date: £6614.42

Current balance:        £2515.58 [split between £2317.48 restricted (85%) and £378.10 unrestricted (15%) funds]

The authorised £918 cost of the parking audit is likely to be borne within the provisions of the restricted funds.  Current anticipated administrative costs will have exhausted the unrestricted funds by the end of November 2019.

General discussion on finances: RB asked if there were sufficient funds to deliver the plan and asked for any potential spend by the working groups. TW said that there were three main sources of external support to complete the plan – what TDC does for free, what TDC charges for and lastly, the services of external fee-based consultants. TW asked working groups to look at the list and see what help they may need to expediate the process and outline possible costs. MB recommended getting draft policies to DK to have feedback on evidence-gap and then a forecast of possible costs can be made. RB suggested that if the group has an indication of costs now they can start to take steps to get the funds in. Discussion was held about the costs of the next round of public consultation and how that will be funded – eg restricted funds and promotional materials from TDC etc. TW has applied for Rural Fund but needs to check with MW whether a reply has been received.

1. 7.1 Sign off - Vision and Objectives:

Since November 2018 the Vision and Objectives have been in draft and still needs to be agreed. TW requested that this decision is deferred until MED is at the next meeting. TW will re-circulate the latest draft to be signed off at the next meeting with a note to members underlining the importance of this decision and request that all members prepare accordingly (MI request).

7.2 Basic Format for Policies:

Discussion held during 5.1: RB explained that that to speed up the development of the policies TW had complied a document ‘Examples of Neighbourhood Plan Policies’ as a useful guide to see what had been accepted as a policy under the Local Plan. The sample policies are derived from similar environs and could be used as a starting point for modification to the Bovey Tracey setting and evidence from the consultation. MB said that the Traffic Group developed their policies without referring to others, using data they had compiled. MI mentioned that DK has seen them and only commented on the need for a parking audit. MI explained that the group had considered in the past how to standardise policies and when they are outside of the Localism Act and need to be a project.

SB asked for help from Traffic with their process and also took the full sample plans from RB. SB will use these resources along with MED’s suggestions to develop Housing policies.

Working groups to look at their section of policies in the ‘Examples of Neighbourhood Plan Policies’ as a starting point. MI suggested that all draft policies are brought to a special meeting (or under pt 8 of a standard agenda) for sharing with the group for comment – subsequent modifications can then be made.

TW introduced the document ‘Basic Format for Presenting Policies’ along with MED’s example. Ron Powell suggested adding the following administrative elements of document title, reiterate vision and date adopted, author of the document, list of stakeholders, summary / overview, annex of evidence, further references and data used in separate appendices. TW to scan and share with group.

MED has written the draft plan’s Introduction. RB/TW will outline a draft template plan. TW has other samples of plans to check the layout. MI suggested that we should keep information succinct in the plan so that it is easy for the public to read – all supporting documentation should be in the annexes etc (developers mainly will read these).

MI will circulate the draft Traffic policies to the group and cross check with the basic format (as above), to be discussed at the next meeting.

7.3 Business and Employment Workgroup:

RB to ask EK for an update on this working group including the draft policies and objectives. Check with UA whether he has asked if any members of the Regeneration group would like to join the B&E work group. A discussion was held on the remit of the NP and land use. Clarification needed on when a policy becomes a project – let the public know that the group have listened to their views otherwise they may not pass the plan in the referendum (see 7.5).

7.4 Budget and fund raising. (Consultants): Discussed in 6.2.

7.5 Clarification of Projects:

MI has written a piece on when a policy becomes a project (noted in the group’s minutes August 2019 in pt 8.3) and it should be shared with BTTC via MW.

1. Work Group Reports:

8.1 Housing: JA has given SB the work so far. The group could use some of the extra time from the Secretary to help with evidence

8.2 Land & Env: Group will cross check and revise their draft against the suggested format as in 7.2

8.3 Community Facilities: Group will cross check and revise their draft against the suggested format as in 7.2

8.4 Traffic: Group is awaiting the parking audit and has its draft policies. MI offered to help Housing

8.5 Business & Employment: Discussed in 7.3

1. AOB: 23rd September Planning Café (5-8pm) recommended by TW, let MW if members would like to attend. RB will report back to BTTC on group’s progress. The members unanimously agreed that all the meeting’s decisions have been considered against the climate statement (pt 3). TW mentioned the ‘My Neighbourhood Plan’ website which is useful but run by commercial, independent consultants with associated fees for further work. MB asked the group to consider if more needs to be communicated to the public yet (should be a standing item on the agenda), the members felt this needed wider discussion at the next meeting before any action can be taken. MI asked if an update to the public via a newsletter could be considered along with other PR – possibly make a link to the Residents’ Association.
2. Date of next meeting: Thursday 3rd October 2019 at 7.00pm

1. Summary of Actions:
	1. **MB** to supply sentence wording for the 1.8.19 minutes with clearer wording around the additional CIL funding once the NDP is agreed (completed)
	2. **RB/TW** will start to outline a draft template of the entire neighbourhood plan.
	3. **RB:**
		1. to check with MW about the activation of a parking audit with a letter of confirmation to David Kiernan (SG have agreed to fund this from their budget)
		2. to check with MW about whether the baseline traffic survey went to the 2nd September 2019 (UA) and to find out the result
		3. to ask EK for an update on this working group including the draft policies and objectives.
		4. to check with UA whether he has asked if any members of the Regeneration group would like to join the B&E work group
	4. **TW:**
		1. to check with Cathy Burgess whether she will join the steering group
		2. to check with MW whether a reply has been received from the Rural Fund application
		3. to re-circulate the latest draft of the Vision and Objectives to the members for final sign-off at the next SG meeting
		4. to scan and share with group the ‘Basic Format for Presenting Policies’ (LRW scanned)
	5. **MI:**
		1. will circulate the draft Traffic policies to the group
		2. to share the document on when a policy becomes a project to BTTC via MW
	6. **All work groups:**
		1. Working groups to look at their section of policies in the ‘Examples of Neighbourhood Plan Policies’ to help development of their policies
		2. to look at the list of support available from external sources to complete policies and let TW/RB know what they may like to use and the associated costs
	7. **Housing:** Consider if they require any extra time from the Secretary to help and MI. Read Traffic policies, full sample plans and MED’s suggestions to develop Housing policies
	8. **Land & Env:** Group will cross check and revise their draft against the suggested format as in 7.2
	9. **Community Facilities:** Group will cross check and revise their draft against the suggested format as in 7.2
	10. **All:**
		1. Read the latest draft of the Vision and Objectives in order to do the final sign-off at the next SG meeting.

Meeting concluded at 8.45pm.