

BPC Neighbourhood Plan Advisory Committee
Minutes of the meeting held on Monday, 2nd. October, 2017
7.15 p.m. in the Botley Centre Committee Room

Present: David Grinham, Chairman (DG), Cllr. Colin Mercer, Vice Chairman (CM), Stephen Wildin Project Manager, (SW), Cllr. Ron Clark, Cllr. John Gorham (JG), Cllr. Sue Grinham (SG), Cllr. Jeff Jones (JJ), Bob Nimmo (BN).

Non voting members: Cllr. Jenni Fletcher (JF), Cllr. Roger Hann, Gerald Bradley (GB).

Opted out of voting: Rosemary Nimmo, Secretary (RN).

The Chairman welcomed Roger Hann to the meeting. He also reported the recent resignation of Hugh Dixon which was much regretted by the committee. They thanked Hugh for all his work and contributions to the Plan.

1. **Apologies:** Stephen Harris, Derek Oswald (DO), Mike Turnbull.
2. **Declaration of Interest:** There were no declarations
3. **Minutes of previous meetings**
 - A. The minutes of the meeting held on 21.08.17 were agreed to be a correct record.
 - B. The minutes of the special meeting held on 19.09.17 were agreed to be correct.
4. **Matters arising**
 - A. **21.08.17** There were no matters arising
 - B. **19.09.17** Ref: 5(i) Unapproved changes to the (questionnaire) leaflet
5(ii) Unapproved changes to the online survey.

It was clear that, during the preparations for the consultation, problems had arisen that gave serious cause for concern. The Chairman outlined the sequence of events leading up to the printing and delivery of the leaflets and said that a late contentious change to the questions that had already been agreed and psychometrically tested had put pressure on the whole process.

CM had not been at the meeting to explain his thinking and the actions he had subsequently taken, so he did so now. He said that he had received assurances from official quarters that the by-pass funding was in place and therefore felt that the BO2 v. Bypass question (original Q.3) was no longer appropriate or necessary. He understood that only one of the four members of the Communications (Comms.) group had objected to its removal and therefore the majority had been in favour.

SG said that this was not her understanding of the situation and read an e-mail from one of the Comms group. This confirmed that he had taken a neutral view and the third member had objected to the removal, as had SG. There followed vigorous discussion about the sequence of events, during which it became clear that the differing opinions would not be reconciled.

Regarding the online questionnaire, CM said that names and addresses had not been asked for in previous surveys carried out by the Parish Council (PC). The request that these should be included had come just before he was leaving for a holiday and the Parish Clerk, who is the legal authority, had not been happy that the Data Protection rules could be conformed with in the time available as it would be necessary to add detailed wording. In any case, as he had said before, e-mail addresses together with IP addresses would be quite adequate to check for residency and multiple entries.

However, subsequent contact with the ICO produced an immediate confirmation of the Data Protection requirements and showed that, had the wording from the hard copy been used online, there would have been no issue with data privacy. (This information will, of course, stand us in good stead for future consultations.) CM confirmed that he has now seen this correspondence.

The Chairman repeated that the two forms of questionnaire should have been exactly the same and having two differing versions may well throw doubt on the validity of the consultation. He also concluded that one of the consultation subjects had been removed without agreement by the Advisory Committee. However, after further discussion it was agreed that we must move forward and make every effort to ensure that we get the very best possible results from the exercise. DG said that if the group will pull together in future we will be able to produce brilliant results.

GB said that, going forward, we should decide on the procedure to be followed if it became necessary for a group or individual to take an executive decision when it was not possible to call the committee together.

JF raised a point of concern about restricted access to botley.com. She commended the excellent work that CM had done with the website over many years and suggested that the matter should be discussed by the PC. JJ was also worried that the Council was not getting enough information about the website procedures. CM replied that the Parish Clerk has all the passwords for the site and he is always happy to give anyone access as long as they are competent to use it correctly.

5. Public consultation

(i) Situation report

The project manager has produced an update on the Plan , which has been circulated, and he ran through some of the main points, with particular reference to the consultation. DG read out DO's notes on the drop-in days and collection of the questionnaires. There had been approximately 170 visitors over the two days. (Copy on file).

(ii) Procedure for dealing with the results

CM reported that he had closed the online survey shortly after midnight on the 30th. September. No analysis has been done online and the original input has all been passed to the Parish Clerk. That is the only copy. There were 25 completed entries. All data belongs to the PC. Analysis of the comments will be the most difficult part.

After some consideration it was decided that:

- All hard copies will be given to DO for temporary safe keeping before being passed to the Parish Clerk, ready for the next steps in the procedures.
- Two independent persons will be employed to enter data from the hard copies to a spread sheet. (They will sign in to the BPC Data Protection rules and will be supervised by the Parish Clerk). Space and time will be available in the Parish Office.
- The Clerk will open the envelopes in the presence of these two people and each form will be given an identification code.
- Names and addresses will be retained on the spread sheet, to be removed before any third party is involved.
- Results will later be sent for independent analysis, to be arranged in due course. CM wishes to undertake a separate assessment also.
- The Comms. group will look at the online questionnaire results and validate them where possible. If no differences from the hard copies emerge during independent assessment then the two types of responses can be amalgamated.
- Comments on the questionnaires, together with those left on post-it notes at the drop-ins, will need to be analysed and recorded so that the community opinions can be incorporated into the Plan. JJ suggested that the whole committee should meet and divide into small groups to undertake this task. It was felt that this would be good "group therapy".

It was agreed that the data analysts can be paid from committee funds.

There were several technical questions as follows:-

BN. Can returns be accepted from just outside the Parish e.g. just beyond the Mill Bridge? Answer: No, we must keep strictly to Botley residents.

RN. If a questionnaire has been filled in by two people together, does this count as two entries? Answer: No, but SG suggested that we record when this has happened.

SG. Can we accept late entries, e.g. when someone has been away from home.

Answer: No, we must stick to the agreed date to ensure that the responses are valid for inspection. Residents will have a chance to comment further in due course.

JF has just received a letter from a local doctor, triggered by the consultation activity. This can be kept for information, as appropriate.

The chairman thanked SW and all the delivery volunteers for doing a superlative job under great pressure of time.

6. Draft job description for Project Manager (PM)

JG had, as requested, produced and circulated a draft based on a role-profile that he is familiar with from his professional work. Principally, a PM is there to make a project work. He/she is not an integral worker but utilises the skills of the rest of the team to achieve the required results.

The document was discussed and two changes were agreed.

- i. "To support and advise the NP Advisory Committee Chairman as required" becomes "To support and advise the NP Advisory Committee Chairman and the committee, as required"
- ii. "Monitor all budgeted project expenditures and prepare financial reports and supporting documentation" becomes "Monitor all budgeted project expenditures and, in conjunction with the Parish Council, prepare financial reports and supporting documentation"

SW said that he was very happy with the document and the members therefore agreed to incorporate it into the committee's constitutional documentation. (Copy on file).

7. Next steps for the Plan

Work was continuing in the sub-groups. Some items are complete while some require more attention or are yet to be addressed. The project manager said that he is working in the background on writing up other parts of the Plan. He proposed a meeting with Tony Charles to finalise the Housing Topic Paper but it was agreed that this should wait until the consultation results could be incorporated.

SW went on to say that he is suggesting at least two more consultations, the first to be with Stakeholders, as identified by DO, and to be organised shortly. The second will be another community-wide exercise on other aspects of the Plan, to be held early in 2018. He noted that EBC are very impressed with our progress and would like us to act as an advice centre for other communities wishing to undertake their own NPs.

Transport

CM reported that he and SG met with Hampshire Highways recently. A very senior officer attended and wants to broaden consultation on Rural Transport plans – he welcomes our input. SG commented that it was rather shocking that the officer knew nothing about the large developments around Botley. He said that an integrated transport plan is needed for the area.

DG said this high level interest had to be good news. The Transport group now need to pull their ideas together ready to take in the consultation results. More members are now needed for this group so JF, RC and RH volunteered to join.

Education

JJ presented a paper which he had put together with input from Kevin Barton and the governing body of Botley C of E Primary School. (to be circulated).

Employment

JJ is writing up this paper and has had provisional consultation with the Appleby family about the future plans for the Mill.

Culture and Tourism

Culture is complete and BN has finished Tourism (awaiting typing).

Health

This is progressing. It should include local voluntary groups who do much to support NHS services.

Shopping and other services

Nothing done on this yet and help is needed.

JJ said that Social Infrastructure was really about community coherence; he thought that other groups might contribute in relevant items from their work. The Chairman thanked JJ for all the time and effort he is putting in – a contribution well made that will inform future consultations.

8. Change to quorum number

The Secretary and SG had thought that seven might be a rather high quorum number but as the committee membership has increased recently it was decided not to make any change.

9. Any other business

Printing and other costs for the consultation forms came to £785. DG and CM agreed that this should be paid from the funds allotted to the committee.

JF asked if local policing will form part of the NP. It was felt that there should be a reference but the Plan could not interfere with staffing or other internal police matters. It was noted that the Hedge End station is not closing, as rumoured, but will be new centre for Southampton, Romsey and Hedge End, but still without a reception desk.

BN said that there was information in the Botley Parish Action Group archives that might be useful to the Plan. He would let SW know what was available, subject to the agreement of the BPAG committee.

JF and JJ would like to go to the Sparsholt NP forum on October 5th, if places were still available. They will make their own arrangements.

10. Date of next meeting: To be arranged

Rosemary Nimmo,
Secretary

20.10.17