

BOTLEY PARISH COUNCIL



Minutes of the **Neighbourhood Plan Committee Meeting**
held on **Wednesday 19 June 2019** at 7:15pm in the Committee Room
at the Botley Centre, High Street, Botley

Present:

Voting Cllr members: Cllr David Weeden (Meeting Chairman); Colin Mercer.
Voting non-Cllr members: Mike Anthony, Peter Kemp

In attendance:

Minutes Secretary: Mrs Rosemary Nimmo
Non-Committee Councillors: 0
Visitor: Fiona Hudd
Members of the Public: 1

21/19/NPC Apologies for absence

Apologies for absence for personal or business reasons were received from Cllr Ron Clark, Hugh Dixon, Cllr Sue Grinham, Cllr Graham Hunter, Cllr Jeff Jones and Cllr Stephen Wildin

22/19/NPC Declarations of Interest

No declarations of personal or pecuniary interest were made in relation to items on the Agenda.

23/19/NPC To approve the Neighbourhood Plan Committee minutes of 15 May 2019

The Minutes were approved unanimously and signed by the Chairman.

24/19/NPC Matters arising from the minutes of the previous meeting

There were no matters arising.

25/19/NPC Question time/public session

There was no public input at this time.

26/19/NPC Updates on new members

In reply to a question from Mike Anthony, the Chairman reported that Pam Ben-Mardhia was still interested in joining the Neighbourhood Plan Committee (NPC) but was unable to attend this meeting due to prior commitments. Fiona Huss was sitting tonight with the Committee, as a visitor, and the Chairman welcomed her to the meeting. To date there had been no further information about Mike Wrigley's decision concerning joining the NPC.

27/19/NPC Neighbourhood Plan funding

- 27.1 The Chairman reported that the Botley Parish Council (BPC) had made £20428.00 available for the preparation of the Botley Neighbourhood Plan (BNP). The balance of the Locality grant (£5617.50) had been applied for and we are waiting for their decision. On the assumption that we receive the Locality grant the total available for the BNP process would be £26045.50. Current known expenditure amounts to £19969.00. As previously and where appropriate, grant funds will be spent before the BPC funds.
- 27.2 The Chairman said that anyone from the Committee or one of the Working Groups (WGS) could request help or information from Planet, but they must let him or Cllr Hunter know first, for approval and accounting purposes.

28/19/NPC Email circulation of papers and documents

The Chairman explained that while WG members can communicate by email as they wish. His own emails to the Committee members were not intended to be an on-line discussion forum. Comments were always welcome, but please would everyone send any comments to him only and not use the *reply all*.

29/19/NPC Vision Statement and Objectives for public comment

- 29.1 The Chairman thanked the Committee members for their many comments on the draft Vision Statement and Objectives, but it has taken some time to pull these together. The revised versions had been discussed with Planet, who do not control the content but do give valuable guidance on what would be acceptable in a successful BNP. Policies must be formed from the Objectives in such a way as to achieve the Vision and supporting evidence identified to support the Policies. The last version of the Vision and Objectives will be included in the Summer edition of the Botley News with a request to the residents to feedback their views. The Chairman reminded all the BNPC and BPC members that they were Botley residents and could feed back their views in the same way.
- 29.2 It was necessary to decide on a method for dealing with the received comments. It was suggested that the Chairman collated the comments and anonymised them. Cllr Mercer suggested that the collated comments should be circulated to both the BNPC and BPC members and that there should be a special meeting to discuss the comments and to revise the Vision and Objectives appropriately. The Chairman said that we must consider the community's comments very carefully, as they should drive the Plan but,

that as a Committee, we must decide what is allowable, possible and achievable. It was thought that an optimistic deadline for collating feedback would be late August or early September.

29.3 Rosemary Nimmo asked what Planet thought about our public consultation. The Chairman replied, that as always, they stressed how vitally important it was to the Plan. This was the first important step for the BNPC, and we are rather behind schedule with this. We must start planning for the next exhibition to allow residents to comment on the revised Vision and Objectives and the Position Statement, if this has been completed by Planet. Probably a further exhibition would be required when the first full draft of the BNP was available.

29.4 Cllr Mercer reported that at the recent Community Information Day many people approached him and Cllr Hunter on the BPC Stand to discuss the BNP. The Chairman will add this to the Communication Log for Planet,

30/19/NPC Project Plan

30.1 The Chairman reported that Cllr Wildin had developed a system for referencing our documents, with a little work still needed. The Chairman was able to confirm that the Inspectors now use hyperlinked documents rather than hard copies. We have a great deal of information and the Chairman already has just over 500 documents, of which 259 are on the NP web page. However, it is Planet's view that only a small number of these, possibly about 30, will be referenced in the final BNP.

30.2 The Chairman said that the most important thing at the moment is for individuals and WGs to meet the current deadlines.

30.3 WGs have worked hard collecting a wide range of evidence on their workstreams. Planet have recommended that we consider what policies are required to support the Objectives in the BNP and concentrate on developing evidence to support these policies, so that we do not undertake unnecessary work.

31/19/NPC Documents for noting

- EBC Infrastructure Delivery Plan Update 2018, in NP Documents/Other Documents
- Locality guidance – environment, in NP Documents/Infrastructure
- Locality guidance – green spaces, in NP Documents/Infrastructure
- Locality guidance – transport, in NP Documents/Infrastructure
- NP report to BPC meeting, 11 June 2019, in NP Reports to Parish Council
- Working Group guidance v3, in NP Documents/Other Documents
- Working Groups & Workstreams v14, in NP Documents/Other Documents

32/19/NPC Documents passed into the public domain

- B SHLAA WP bpc v13 2019
- Education WP bpc v7 2019
- Pipelines WP bpc v7 2019
- Pipelines WP bpc v7 add 2019

32.1 These documents have been approved by the BPC and are now available on the public access area of the NP web page on the Botley web site.

32.2 It was noted that detailed pipeline plans have been given to the BPC by Esso and Southern Gas Networks for our own planning purposes on the understanding that these details are confidential. On an annual basis all residents within the easement of these pipelines are reminded by Esso/SGN of the pipelines and the requirements laid on the residents. The Chairman wished to express the whole Committee's appreciation for all Cllr Hunter's work on the pipeline issue.

33/19/NPC Documents for next meeting

- Communication WP wg v2 2019, in NP Documents/Communication
- Economy WP wg v2 2019, in NP Documents/Economy
- Health WP wg v1 2019, in NP Documents/Health
- Housing TP3 v5 2019, in NP Documents/Topic Papers
- Infrastructure WP wg v2 2019, in NP Documents/Infrastructure
- Planning Policy Framework TP2 v1 2019, in NP Documents/Topic Papers
- Surveys WP wg v1 2019 in NP Documents/Communication
- Transport WP wg v1 2019, in NP Documents/Transport

33.1 It is hoped that the following documents will be completed and available on the NP web page in time for the next meeting. The Chairman is anxious that all WGs have some work ready for next month's meeting and this could be anything from a bullet point list to a nicely composed paper. The Chairman will deal with formatting but please submit everything as a Word document.

33.2 The Chairman said that if no actual document was ready for Infrastructure and Transport then a verbal report should be presented.

34/19/NPC Documents for this meeting

- Heritage & Design TP7 v5 text 2019, in NP Documents/Topic Papers
- Heritage & Design TP7 v5 Appendix 1 2019, in NP Documents/Topic Papers
- Heritage & Design TP7 v5 Appendix 2 2019, in NP Documents/Topic Papers

- Heritage WP - revised v6 in NP Documents/Locality

34.1 The Chairman requested the Committee's permission to put these documents forward to the BPC for their approval and all were in agreement.

35/19/NPC Working Groups

35.1 Communication

35.1a At Planet's request the Chairman is listing all our community involvement to date, as a Communication Working Paper (WP). A Communication Statement is a required section in any Neighbourhood Plan.

35.1b Work by Cllr Mercer and Derek Oswald to get feedback from the Botley Traders continues

35.2 Economy

Cllr Wildin is working on further iteration of the Economy WP.

35.3 Education

The current final draft of the Education WP is now in the public domain but can be changed if new information becomes available.

35.4 Health

35.4a Dr Carol Duncan, Chair of the Patient Participation Group for the St Luke's & Botley Surgeries has agreed to join the Health WG.

35.4b The Chairman is preparing a Health WP but is waiting for input from two local General Practitioners and a Dental Practitioner.

35.4c An informative meeting with senior members of the West Hampshire Clinical Commissioning Group (WHCCG) had been held on 21 May 2019. A follow-up meeting with WHCCG and the Living Well Partnership based on the questions posed by the BPC and WHCCG's initial responses has been arranged for 20 June 2019. Unless the local Primary Care Services improve rapidly it is likely that concerns about health matters will be included in the BNP.

35.5 Housing

The Housing WG is waiting for the Housing Need Assessment report from AECOM and will update the Housing TP3 when the final report is available. The Chairman will ask the Housing WG to update the sections of the Housing TP3 relating to Botley Sites Assessments.

35.6 Infrastructure

35.6a Peter Kemp reported that he has gone as far as he can for the moment.

35.6b Cllr Hunter has agreed to join the WG to assist Peter and they will be meeting soon to produce a further draft of the Infrastructure WP.

35.7 Locality

Nothing to report at present.

35.8 Transport

35.8a Cllr Mercer has nearly completed a revised Transport WP, including details on the confirmed Botley Bypass.

35.8b The Chairman felt the next important step was to look at any transport related Objectives and develop policies and evidence for these.

36/19/NPC Correspondence

There was no correspondence.

37/19/NPC Date of next meeting

Wednesday 17 July 2019 at 7.15 pm.

The meeting closed at 8.51 pm.