

# Botus Fleming Parish Council Neighbourhood Planning Committee

Meeting on Monday 5<sup>th</sup> June 2017, 7.00 pm at Dave's Den, Villaton.

Attendees: Trevor, John R, Dave, Malcolm, Helena, Denis, Finlay, Mervyn, Steve

## Minutes

1. **Apologies for absence:** John P, Roger
2. **Declaration of interests:** None declared
3. **Minutes of last meeting:** Agreed as true and accurate
4. **Matters arising:**

It was agreed that we would appoint Louis Dulling as our planning consultant on the terms proposed. Trevor will invite Louis to our next meeting so that he may understand progress to date and provide some advice in terms of how best to approach the next steps.

### 5. **Housing Need Assessment:**

There was a discussion relating to the independent housing survey which had recently been issued under the guise of a PC sponsored document. This had caused a number of issues due to the way it conflicted with our own survey, approach, and newsletter.

It was agreed that we would distribute an urgent newsletter to explain what had happened. We also resolved to seek advice from the Parish Council Clerk regarding the best way to deal with the matter.

### 6. **Landscape Character Survey:**

Trevor has drafted a Landscape Character Assessment and reminded the group that he would like everyone to review the document and to consider drafting a one page summary. Dave volunteered to do an initial draft which he will forward to Denis for further input. Further reports will be required for Heritage, Environment, Built Environment, and Green Space Audit.

### 7. **Big Lunch/Get Together:**

Trevor ran through the display and output materials intended for use by the NDP group during the further consultation endeavours planned for the day of the Big Lunch. It was agreed that we would also distribute further copies of the most recent newsletter on the day. Trevor and Helena will be away for a week until late on the Friday 16<sup>th</sup> June. He will need help setting up on the day and also support during the day to man the gazebo.

**8. Website update:**

The NDP website is now live. Trevor to train Denis so that he can upload documents such as minutes and agendas, and to update general content. Denis to subsequently show Dave how to use the content management software.

**9. Finances:**

A reminder was given for all expense forms to be given to Finlay as soon as possible.

**10. Neighbourhood Watch update:**

Progress on hold until after the Big Lunch.

**11. AOB:**

Next meeting to be Tuesday 20<sup>th</sup> June 2017, at Dave's Den