

Botus Fleming Parish Council

Neighbourhood Planning Committee

Meeting: Mon 08th January 2018 7.00 pm at The Garden Office, Villaton Farmhouse

Attendees: Trevor, Helena, Roger, Dave, Malcolm, Denis, Louis, Mervyn

Minutes

1. **Apologies for absence:** Jon and Scott
2. **Declaration of interests:** None
3. **Minutes of last meeting:** Agreed as true and accurate
4. **Matters arising:** None
5. **Open Space Team:** Denis has written to the Public Space Officer to commission an independent assessment with a view to providing robust evidence to determine the appropriate location and amount of Public Open Space for our Parish. This will be key evidence to support the main issue identified by our consultation. Initial mapping due by 17th Jan, hoping to conclude the assessment by end of February.
6. **Basic conditions statement:** Louis will look at few live examples and produce a template for us.
7. **Feedback from Mr. Williams and St Mary's:** Still awaiting a response. Trevor will write again to Mr. Williams and Jon to be asked to chase a response from the Rev. Sigchrist.
8. **Feedback from Louis:** Louis, Denis and Trevor reviewed the wording of the plan at a meeting before Christmas and Trevor has made the amendments. Louis was asked to review the policy wordings and he has now drafted amendments to the phraseology to make it read more positively. He has also made some other suggested amendments. Trevor to further alter the master document accordingly.
9. **Identifying outstanding tasks and allocating them:**
 - Trevor to write up Louis's suggested amendments
 - Malcolm advised that Margaret has offered to review the completed document to assist with its "readability". She would need a clear brief.
 - Mr. Williams and The Church to be "chased" for a response
 - Louis to produce a template for the Basic Conditions Statement
 - Evidence Statement:
 - Following Louis's review, Trevor agreed to consider re-ordering the sections to make it flow better. Also to look at the style of Dunkeswell's document.
10. **Recreation field update:** Still no response from the owners. We have done all we reasonably can at this point.
11. **Finances:** Denis and Mervyn had reviewed all expenditure and income against actual payments made to accurately summarise amounts due from the PC who are holding the grant funds. We have also identified that we have approx. £3,900 grant fund available. Mervyn will bring the breakdown of the 3rd tranche to the next workshop so that we can ensure future expenditure is properly managed. Denis to pass the spreadsheet to John Hesketh so he can reconcile amounts with the bank account entries.
12. **AOB:**
 - Next Workshop Wed 10th Jan 2017
 - Next meeting Monday 22nd Jan 2017