

**Botus Fleming Parish Council  
Neighbourhood Planning Committee**

**Meeting:** Wednesday 5<sup>th</sup> July 2017, 7.00 pm at Dave's Den, Villaton.

**Attendees:** Trevor, John R, Finlay, Roger, Helena, Dave, John P, Denis, Scott, Jon, Steve, Mervyn. Plus a guest parishioner asked to remain anonymous.

## Minutes

1. **Apologies for absence:** None
2. **Declaration of interests:** None declared

### **Introductions:**

Trevor introduced and welcomed the two new members of the team. Trevor summarised and reviewed progress so far per the document in Item 5.

3. **Minutes of last meeting:** Agreed as true and accurate

### **4. Matters arising:**

Referring to item 12 of the last meeting, Trevor had attempted to contact the Public Rights of Way Officer only to receive a voice message from Cormac Solutions Ltd (apparently owned by Cornwall Council). Steve has spoken to them separately and established that they are keen to offer free hedge and tree clearance from paths etc. as this will assist with their own training needs for new staff (e.g. use of chainsaws).

5. **PC meeting 30 June.** A copy of report prepared for the PC was distributed and is appended to these minutes.

### **6. Probity**

Trevor introduced the subject, reminding the committee that we had not yet established rules for probity. The recruitment of two new members and the approaching need to adopt a more strategic role made the issue more immediate. Initially, as a sub-committee of the PC, all members would be expected to be aware of and conform to the PC Code Of Conduct. Moreover, we should also adopt the principles laid down in the LGA publication "Probity in Planning". It was emphasized how important it is for conflicts of interest to be managed properly and that we continue to ensure the plan is based on feedback from consultations and good evidence i.e. with open minds and without any pre-determined views on what it might look like.

Steve proposed that our subcommittee should use the principles described in the "Probity in Planning" document" when going about our NDP endeavours. Dave seconded, and the motion was carried.

### **7. To discuss concerns of unnamed parishioner re direction of travel of NDP.**

The committee had received an email from a resident who asked for its contents to remain confidential. That resident attended the meeting to expand on the correspondence. A question about whether consideration had been given to previously submitted comments had already been covered in agenda item 5 and was not revisited. Also, in the light of agenda item 6 no discussion was held relating to

any personal interests. The main discussion focused on the resident's understanding that the vision statement previously published was not in accord with local and national statute. The following points were made:

- Our NDP process is underpinned by a robust and rigorous policy of community engagement.
- The Vision Statement represents the views and aspirations of the parishioners. It is not a policy nor a charter.
- The Committee will pay heed to these views while producing policies that reflect the imperatives stipulated by local and national policy.

It was explained that this "bottom up" process, leading to the evolution of a plan, was significantly different from the hierarchical approach adopted by statutory bodies.

Our guest then put forward an offer to help with our endeavours if we felt it could be of use at any time in the future, albeit recognising the stated conflict of interest. Our guest then left the meeting prior to the following item.

**8. Housing Need Assessment - Trevor:** see 11 below

**9. Environmental survey – first thoughts - Malcolm:** Malcolm has made a start following further briefing.

**10. Planning consent since 2012 – Mervyn:** see 11 below

**11. Housing market over past year in parish. Trevor**

Tasks under 8, 10 and 11 had been set prior to our receiving our build target of 12 houses (minimum). Accordingly, further work under these headings was no longer required.

We have seen 7 house sales in the parish this year which suggests that we do not have a shortage in available housing stock.

We now need to focus on affordable housing needs. Our survey had revealed 7 responses which Trevor will personally follow up.

**12. Traffic and Transport - John R:**

John read out his draft so far. It was agreed that we now need to look at public transport, speeding issues in Hatt, and walking and cycling facilities.

**13. Update of businesses in parish:**

John P and Finlay have created a list of businesses in the parish obtained from a number of different resources. Their findings to date were discussed briefly. They now plan to build a database and then consider the best way to consult on future plans etc (e.g. expansion)

**14. Recreation inc Public Green Space - Dave:**

The PC have recently agreed to form a Sports and Recreation Sub Committee, to be led by Dave with the assistance of Mervyn.

Given that protection of the recreation field was the key finding of our consultations, it was agreed that we should commence a dialogue with the owners as soon as possible.

The field has recently seen a lot more activity and it is considered that more care and attention is urgently required, including improved grass cutting (and collection of cuttings), and burned lines on the football pitch.

#### **15. Finances – decision needed re quality of printing and paper.**

A reminder that we should look after our limited finances . A brief discussion then followed regarding printing requirements – e.g. number of fliers, quality of paper and trying different (more competitive) suppliers.

#### **16. Neighbourhood Watch update. New launch date:**

Volunteers will meet at Hatt SS at 6.00pm on Thursday 13/7/17 to distribute NW fliers and erect signs. As the list of coordinators is now 7 months old, the opportunity to canvas for coordinators should be taken when distributing fliers.

#### **17. AOB:**

The requirement for super-fast broadband in Botus was a significant consultation finding. Steve mentioned that he had established via BT Open Reach that EU funding is available (95% up to £20k). He is progressing this (via the PC) and will report back (he should have a response in 14 days).

Trevor reminded everyone about the use of expense forms.

Next meeting: Monday 24<sup>th</sup> July – Dave’s Den 7.00pm

## **APPENDIX**

### **Neighbourhood Development Plan – update for Parish Council 30 June 2017**

From the outset we have taken the view that the NDP process is an important tool in the delivery of the intended outcomes of the Localism Act, in particular the promotion of civic engagement, community empowerment and the development of sustainable communities. We took the view that, in this regard, the process of producing the plan was just as important as the plan itself, hence our mission statement:

“To promote a stronger and closer community by empowering individuals and families living in and around Botus Fleming and Hatt to have a say in the future development of the area.”

Our first, and possibly greatest, challenge was to develop a strategy of engagement that would enable parishioners to have the confidence to express views on matters that were highly specialised. We produced this engagement strategy last year and in summary it requires us to inform residents about the nature of the task and the legislation underpinning it, the imperatives arising from this legislation and the limitations of the project and the progress made and the next steps. Informing has been a continuing function of the committee and to date we have produced and delivered six publications to each address in the parish, have used our email mailing

list to disseminate information and have created and publicised a website. We have also held several consultation events. The aim of the two events in December and January was to identify a vision for the future of the parish and we did not restrict comments to planning matters. This broad and diverse involvement of citizens was used to create a collective vision for the future.

The analysis of all information received has been rigorous. Responses to our consultations and emails received have been dissected to identify the core points and these were collated. This enabled us to identify the issues that attracted the greatest number of comments and gave us the information we needed to create the residents' Vision Statement. The most commonly cited issue in the feedback was the recreation field and we are continuing to look at ways of securing its future.

Having started the engagement process we then began looking at the other areas where evidence was required. To date we have been gathering information on:

- Landscape,
- Heritage,
- Environment,
- Demographics
- Housing
- Planning applications since 2012
- Traffic and transport
- Businesses
- Public Green Spaces

Some of this evidence was presented at our third consultation event and further views were sought about how the vision might be realised.

Our next steps will be to formulate our policies. Our policies will reconcile the requirements of the CLP and NPPF with the residents' vision for the parish. We will be relying on the support of a Planning Consultant to achieve this.

**Planning consultant.** We have approached three prospective consultants. The first was experienced in NDPs but was very expensive and we did not feel that we had sufficient funds to cover enough days to be useful. The second declined to make a bid for the work as he admitted that we could not afford him. At that stage I had a meeting with the Planning Lead for Tamar Valley AONB who advised me of a RTPi run "planning aid" service. Unfortunately we could not identify anyone locally to provide this service. I then became aware that an old school friend of my son had recently taken up a position with a planning practice in Plymouth and informed the NDP committee. The NDP committee requested that I ask him if he wished to express an interest and he was subsequently interviewed by Denis Morgan, Finlay Linford and Malcolm Fletcher. Following the meeting he submitted a report outlining how he perceived his role and offered discounted terms as he was keen to have experience with NDPs. The NDP committee then agreed unanimously to accept his offer. Having initially facilitated the introduction I recused myself from the entire process as he had connections with my family. Louis Dulling has already made a significant impact and we anticipate that he will be instrumental in helping us complete our plan this year.