

Botus Fleming Parish Council Neighbourhood Planning Committee

Meeting: on Monday 21st August 2017, 7.00 pm at West Park, Villaton.

Attendees: Trevor, John R, Roger, Helena, Scott, Malcolm, Denis, Louis, Mervyn.

Minutes

1. **Apologies for absence:**
 - Finlay, Steve, Dave, Jon. (John P who has resigned due to relocating)
2. **Declaration of interests:** None
3. **Minutes of last meeting:** Agreed as true and accurate
4. **Matters arising:**
 - Heritage – No report received – SM absent from meeting - c/f
 - Demographics – Jon not present and has not been in touch with Scott – c/f
 - Business - No Report received – JP nor FL present – c/f
 - Environment – MF has updated the doc on Dropbox to include more evidence. More work to do on landscape
 - Traffic – It was concluded that we should commission an independent report which Louis felt would cost approx. £600 or so. We will also carry out our own survey after the schools return. Date to be agreed at next meeting. Meantime, we should seek survey guidelines from CCC.
 - Newsletter – delivered!
5. **Recap – the task, the challenges and the progress so far:** Trevor had circulated a summary of events to date which he felt we should review periodically.
6. **Moving up a gear:**
 - In order to move the draft plan forward, it was agreed that we would begin some “workshops” where volunteers could sit together to discuss the draft plan as required and then update the document during the workshops.
 - DM proposed we use the current contents page as the basis for a gap analysis to summarise where we are with each part of the document. This could be converted to a spreadsheet to identify progress, and who is taking on each bit of work, as well as identifying what else needs to be done.
 - Louis suggested we do it in manageable chunks. Also that housing should be done last.
 - DM suggested that we start with identifying all evidence collected to date and any obvious gaps.
 - First meeting (open to all) 9.00am Wed 23rd August - either at Dave’s or Trevor’s. Duration 3 hours or so.
7. **Public Green Space - Draft letter to Mr Shovell:** The draft was agreed and is ready to send once we have identified who (within the Shovel family) actually owns the field. Helena to speak to the Shovel family solicitors.
8. **Finances – Finlay** Finlay absent – c/f
9. **Neighbourhood Watch update.** Dave absent – c/f
10. **AOB** None – next meeting Mon 4th Sept.