

<b>Meeting</b>	7	
<b>Meeting title:</b>	Neighbourhood Plan Working Group	
<b>Date:</b>	25 <sup>th</sup> January 2016	
<b>Venue:</b>	Holwell Village Hall	
<b>Attendees:</b>	Sally-Anne Holt (Chair Holwell Neighbourhood Plan Working Group)	SAH
	Steve Atchison	SA
	Patrick Constable	PC
	Phil Curtis	PhC
	Jo Edmondson	JE
	Colin Evans	CE
	Robert Hole	RH
	Dave Hollex	DH
	Peter Macfarlane	PM
	Bob Pearce	BP
	Libby Wilton	LW
<b>Agenda:</b>	1	Apologies
	2	Opening Remarks
	3	Notes of last (6 <sup>th</sup> ) Meeting – October 2015
	4	Review of Meeting with WDDC officials on 17th December 2015
	5	Review and Agreement of Governance Documents
	5.1	Terms of Reference
	5.2	Purpose of a Neighbourhood Plan
	6	Village Open Meeting
	6.1	Agree date or dates
	6.2	Aims and Objectives of meeting(s)
	6.3	Format
	7	Date of Next Meeting
	8	AOB

### Actions

1. **Apologies**  
Sue Crosby (SC), Neil Peirson (NP), Rodney Antell (RA), Katrina Wall (KW), and Bruce Duncan (BD) were unable to attend.
2. **Opening Remarks**  
SAH opened the meeting and thanked attendees for coming. Agendas and copies of the documents for discussion were made available.
3. **Notes from 6<sup>th</sup> Meeting (22<sup>nd</sup> October 2015)**  
The notes from the previous meeting were accepted, with minor corrections (Section 3, paragraph 2 - See Appendix A).

**Actions**

4. **Review of Meeting with WDDC officials on 17th December 2015**

Introduction

SAH explained that she and BD had visited West Dorset District Council (WDDC) on Thursday 17th December and spoken to Susan Ward-Rice and Terry Sneller. Notes of the meeting, produced by SAH (See Appendix B), were reviewed, during which several aspects of the Neighbourhood Plan were discussed.

SAH said that Susan and Terry had been very positive about what we are doing, and they both offered to attend the Village Open Meeting (Terry prefers evenings - Sue is more flexible, and could possibly make weekends, but probably not Wednesday or Friday evenings).

SAH said that we will need to keep WDDC in the picture about our progress and aim to keep them in agreement with our aims and objectives. We should aim to achieve bottom-up input from the community, and collate all views. Therefore we need to encourage involvement.

Initial Village Meeting

RH asked whether everyone knows what a Neighbourhood Plan is, and it was felt that people did not. Therefore we would need to engage people's interest and encourage them to come forward with ideas. So we will need to explain about the concept, aims and process of the Neighbourhood Plan at the Village Open Meeting.

Methods of spreading news of the Village Open Meeting and encouraging people to attend were discussed. It was believed that people would be unlikely to attend without considerable effort being made to advertise when and where it is on and what the meeting will be about. Ideas discussed included:

- A piece in the White Hart Vale Community Magazine – space is limited and the entry would need to be produced in time for publication.
- A flyer – this would allow for more than just a single paragraph, and could be a mini-poster. It could be:
  - Put up on the village's two noticeboards.
  - Put in locations for display / distribution, such as Bishops Caundle shop / garage, Kings Stag garage, or Hazelbury Bryan.
  - Distributed as a mail drop.
- Advertised on the village website. Ultimately we should aim to put everything on the website, and provide backup for those without internet access.

Planning & Housing

The issue of current and potential planning applications was raised. BP pointed out that there are a number of potential applications in addition to

## Actions

those already being considered by WDDC. He added that, although the current Local Plan would not approve house building in Holwell, it appeared that sensible applications could be considered.

SAH said that we can put existing plans up for examination, and that we can discuss where we would prefer to build and where not. BP felt that we should make decisions as to where building should take place, and that identifying such areas would encourage participation in the development of the Neighbourhood Plan, as had been done in other villages. SAH said that we cannot pre-empt decisions and that we should discuss where planning should/shouldn't be, including infill locations.

JE pointed out that there may be people who do not want any additional housing, or the view may be that we would like a certain number of houses. In which case, perhaps the WDDC could override this.

CE pointed out that sites that we might propose would still, ultimately, need to go through the official planning process. SAH said that such sites would need to be reviewed with respect to our Neighbourhood Plan (regarding availability, viability, etc.) but that we do not need to worry about it at this stage.

PM explained that he is involved with a plan for 30 houses at Manor Farm, which includes about 10 affordable homes. This is as part of a Community Land Trust – a system which is becoming increasingly popular. However, the latest government planning pronouncements, concerning the right-to-buy, have made it difficult to predict the future for such schemes.

### Funding

SAH said that we can apply for up to £8,000, to fund things like additional support.

### Other Plans / Contacts

SAH said that the Neighbourhood Plans generated by other villages, and the process that they went through could be very helpful. For example, Buckland Newton had follow-on meetings on housing, transport, etc. And Loders' plan and questionnaire were considered to be very good. However, as we do not yet know exactly what questions need to be asked, the questionnaire should be put to one side for now.

## 5. Review and Agreement of Governance Documents

SAH had provided several three further documents for discussion (See Appendix C); these covered:

- Terms Of Reference (TOR)
- What is a Neighbourhood Plan.
- Principles in Public Life.

SAH explained that she had created them by using similar documents from other neighbourhood plans and related information. The first two of these

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were discussed at length. SAH said that she will put the final versions of these on the website, but will wait for a few days, to allow for feedback.

5.1 Terms of Reference (TOR)

SAH pointed out that “Housing” had been omitted from the list of Focus Groups (page 2 of TOR); this will be added.

7-1 SAH

The objectives were reviewed and it was agreed that they are acceptable.

Vested interests were discussed. SAH believes we should aim to be very open. JE asked if there is a Conflict of Interest Form that we can use; SAH will check.

7-2 SAH

JE asked how long a Neighbourhood Plan would be valid for before it would need to be revisited. SAH said that it was, in effect, a living document, that would be managed by the Parish Council.

However, it was thought that it would be valid for, say, 10 years if it had not needed updating before that. BP said that he thought it would probably be 11 years, as is the case with the County Plan. JE said that, therefore, it should be explained, when describing the Neighbourhood Plan, that it will not be “set in stone” for 20 years or more.

5.2 Purpose of a Neighbourhood Plan

The wording of the “Mission Statement” and “Strategic Objectives” was discussed. It was felt that the second bullet of the Objectives should be rewritten – the term “small scale” was deemed inappropriate and it was agreed that perhaps “agreed scale” would be a better alternative; SAH will reword the document.

7-3 SAH

The issue of “services (4th bullet) was discussed. The view was that there are very few beyond the basic ones of water and power, though there might be potential to improve services if the village expanded.

Referring to the 5th bullet, SAH asked what archaeological sites there are in Holwell. BP said that the well near Holwell church might be regarded as one.

6. Village Open Meeting

The planned Village Open Meeting was discussed, with particular reference to the dates to hold it, its aims, and the format of the meeting(s).

6.1 Agree date or dates

Issues addressed when discussing suitable dates included:

- Times that might be difficult/popular.
- Feedback from other villages.
- Availability of the Village Hall.
- Holiday periods (Statutory and School).
- Distribution dates for the White Hart Vale Community Magazine.

**Actions**

- Availability of Working Group members.
- State of current planning applications.

It was agreed that 2 Village Open Meetings should be held, on the following dates:

- **Thursday 14<sup>th</sup> April 2016, in the evening.**
- **Saturday 16<sup>th</sup> April 2016, during the day.**

SAH said that she would like to have additional meetings beforehand, at which volunteers from the Working Group could discuss and plan the arrangements for the Village Open Meeting.

The following dates for these (evening) meetings were agreed:

- Thursday 18<sup>th</sup> February 2016.
- Thursday 17<sup>th</sup> March 2016.

SA will check that the Village Hall is available for these dates and arrange bookings. 7-4 SA

6.2 Aims and Objectives of Meeting(s)

SAH said that the aim of the Village Open Meeting would be to collect information. JE said that we must point out that the Neighbourhood Plan cannot influence existing applications, although such issues could get more people involved.

SAH said that a Neighbourhood Plan might have made a difference, if we'd had one in place. RH pointed out that, if current applications go through, it may be felt that the Neighbourhood Plan irrelevant. SAH said that then the only alternative might be to stop developing a Neighbourhood Plan.

The issue of the Questionnaire was raised. PM said that the feedback obtained from the Village Open Meetings would lead to the development of the Questionnaire.

SAH said that we should not concern ourselves too much with the Questionnaire at this stage. JE said that we need to explain that, following the issue and analysis of a Questionnaire, the resulting Neighbourhood Plan will ultimately have to go to a vote (and that this will be a majority vote only, with no quorum required).

6.3 Format

SAH explained that she has been planning a possible format for the Village Open Meeting. This would include the following, as a briefing about the Neighbourhood Plan concept:

- Introduction.
- WDDC Input.
- What is a Neighbourhood Plan.
- What happens if we have a Neighbourhood Plan and what happens if we do not.

**Actions**

- The process for developing a Neighbourhood Plan.
- The timescales & key activities for developing a Neighbourhood Plan.

SAH added that we will need our own action plan and dates to show how we propose to proceed. She suggested that this briefing might take about 45 minutes. There would then be an opportunity for people to look at maps and general information about Holwell and how the Neighbourhood Plan would relate to the village.

There could also be additional information about how Neighbourhood Plans have been /are being developed in other villages, such as Buckland Newton and Loders.

There should also be one or more means for people to provide feedback, such as:

- Verbally, at the meeting, to the meeting or members of the Working group.
- In written form, in a box, or as post-it notes on a board of likes & dislikes about Holwell (for example).
- By e-mail or other means, after the meeting, to members of the Working group.

SAH said that we need to try and ask for everyone's views.

It was agreed that this was a sensible approach. RH said that the key is to keep it brief, and give working examples. JE said that it was a good idea to show what can be achieved with a Neighbourhood Plan, and to give case studies if possible. She added that she has a friend who has experience of developing and using questionnaires, and that she may be available to help.

SAH pointed out that Buckland Newton had several meetings, on different topics, but that maybe only a couple of meetings would be sufficient for us.

She also said that she would like the Focus Groups to be represented at the Village Open Meeting. She added that, in future, the Working Group will need to work together, rather than in small groups doing different things.

7. **Date of Next Meeting (DONM)**

See above.

8. **Any Other Business (AOB)**

Items discussed under AOB have been included within the rest of this document.

**Appendix A - Notes of last (6th) Meeting – October 2015**



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Issue\_2.pdf

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**Appendix B - Review of Meeting with WDDC officials on 17th December 2015**

WDDC Meeting:



WDDC Meeting

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**Appendix C - Attached Documents**



TOR



Purpose of NP



Public Life  
Principles

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