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<b>Meeting Title:</b>	Neighbourhood Plan Working Group	
<b>Date:</b>	9 <sup>th</sup> June 2016	
<b>Venue:</b>	Holwell Village Hall	
<b>Attendees:</b>	Sally-Anne Holt (Chair Holwell Neighbourhood Plan Working Group)	SAH
	Steve Atchison	SA
	Rodney Antell	RA
	Patrick Constable	PC
	Jo Edmondson	JE
	Dave Hollex	DH
	Neil Peirson	NP
	Katrina Wall	KW
	Libby Wilton	LW
	Diana Gibbs (Holwell Parish Council)	DG

**Agenda:** The aim of this meeting was to review the results and feedback from the Village Open Meetings held in April.

- 1 Apologies
- 2 Opening Remarks
- 3 Notes of last (11<sup>th</sup>) Meeting – 29<sup>th</sup> April 2016
- 4 Next Steps
- 5 Options for Assistance
- 6 Plan Key Milestones
- 7 Date of Next Meeting
- 8 AOB

## Actions

1. **Apologies**  
Lord Aldenham (LA), Phil Curtis (PhC), Colin Evans (CE), Robert Hole (RH), Peter Macfarlane (PM), and Bob Pearce (BP) were unable to attend.
2. **Opening Remarks**  
SAH thanked those supporting the Parish Council meeting on 31<sup>st</sup> May, at which the results of the Village Open Meeting findings were presented. Following this, the Parish Council consider whether to proceed with developing a Neighbourhood Plan. Their decision is that we should proceed, and so today's meeting is to about what we should aim to do next.
3. **Notes from 10<sup>th</sup> Meeting (29<sup>th</sup> April 2016)**  
The notes from the previous meeting were accepted (see Appendix A). The actions have been completed. SAH said that all but two of those identified

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as interested in helping with the Neighbourhood Plan had been contacted.

4. **Next Steps**

SAH proposed that we address the following:

- a) Issuing results from the Village Open Meeting consultations
  - Agree how, where and when
  - Agree format of above
  - Noticeboard
  - Taking more feedback – what worked well/what didn't work
- b) Organising the work / working group
  - Focus on key topics
  - Methodology needed and skills required
  - New members / structure of Working Group and meetings
- c) Planning a stakeholders and landowners meeting
  - Needs to take place as soon as possible
  - Need land map updating
  - Guest list proposals

4a. **Village Open Meeting Results**

KW asked if we need another meeting to discuss the results of the Village Open Meetings and DG asked how other villages had tackled this. NP felt that, having now had two major meetings, it should be possible to put forward a “vision” of how it was believed that the village should develop.

SAH believed that we should have another meeting to show the results. She said that we have had feedback from over 55 people, but with a population of over 300, there was potential for many more. So, without wishing to minimize what had already been done, we still need to keep talking to people. Therefore, we need more open meetings. She added that the Loders plan's information on population and demographics took 3 to 6 months' work.

DH didn't see any benefit in having too many more meetings; he believed that one possible date, and an alternative, would be sufficient. DG said that an inspector might query how much we've pushed for more information, if we don't make sufficient effort.

LW believed that more meetings would be OK, but thought that we may only attract the same people again. So, maybe we should try more means of advertising the meetings and of getting feedback, such as by using questionnaires and knocking on doors. KW suggested using the Electoral Roll to help with this.

It was agreed that we should have another meeting to provide feedback on the results we'd got so far, and see how that went. DG said that we should aim to get landowners and other stakeholders there too. JE agreed, but added that organizing this as well as advertising the meeting might be difficult in

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the timescale.

SAH had checked the availability of the village hall. A Saturday would be possible, say between 11 and 12, and possibly also an evening too, maybe on a Friday or Sunday, from 6 to 8.

The 18<sup>th</sup> June was considered, but it was felt that this could clash with celebrations in Sherborne for the Queen's 90<sup>th</sup> birthday. So, the evening of Friday 17<sup>th</sup> June was agreed on as a planned date.

It was also agreed that we should issue another flyer for distribution for this. SA will produce these.

SA

The format of the meeting and feedback were discussed. KW suggested having some kind of pictorial analysis. SAH said that she had barcharts, etc. but that they will need a little updating; and she suggested revisiting the FAQs (they could be on a pdf document).

JE said that she liked the individual comments, as they can make people think of things that they have forgotten.

KW suggested keeping someone on the door to keep a better tally of people, numbers, etc.

SAH said that we need information on noticeboards, and on the website and at the meeting. NP agreed that we need to get the website up to date as a soon as possible; JE said that we should have links on the Parish Council website. SAH agreed, but said that she would need help with the website.

SAH said that we could also do with an additional noticeboard. She said that the cost and source of a new noticeboard was being looked at by the village hall committee – they appear to cost from £30 to £80 on-line. KW said that Viking a very good source of things like that, and that new village hall tables had come from them.

4b. Organising the Work / Working Group

SAH proposed that the working group should have regular, probably monthly, meetings. The key areas to be considered are Housing, Employment, and Amenities/Facilities (amenities include the village hall, nursery school, etc.) - we should have groups of 6 to 8 people to work on each of these areas. SAH asked who would like to work on which areas; she suggested that we think about this and let her know. We should aim to identify important issues with respect to demographics.

NP said that all of us are interested in housing and planning, and added that Transport and Highways had already been looked at.

DH suggested that we should review and establish what information we already have from the earlier focus groups. SAH agreed that this would be useful. She added that, ultimately, we will have to write planning policies, but we will need information first.

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4c. **Stakeholders and Landowners Meeting**

As a precursor to identifying the landowners and stakeholders to be contacted, the map produced by RA and BP of land ownership was studied. RA pointed out that there were still some fields without identified owners. It was suggested that the map should have the missing information added before being issued. SAH pointed out that she only has one, master, copy of the map. KW said that she could get copies made.

KW

SAH also suggested that it would be useful if we could walk the village some time, preferably on a nice evening. It was agreed that this would be a good idea.

5. **Options for Assistance**

The options for obtaining help with developing the Neighbourhood Plan were discussed. KW said that we will need professional guidance. JE believed that someone should come out to our meetings and help us, as the process and background information are very complex. SAH agreed, but said that the intention is that we do it ourselves - that's localism. DG said that once we have funds from a grant we can start using professional help.

Possible sources of help include:

- Planning consultants, such as Jo Witherden. SAH thought that she might offer a free introductory half-hour of consultancy.
- Oliver Rendle – Strategic Environmental Assessment (SEA) officer . Oliver Rendell is an environmental assessment officer. He is a council officer, and his services may be free. He has offered to send us a sample of a draft SEA screening report. However, we may need to do our own environmental assessment.
- Simon Thomson of Dorset Community Action (DCA, part of ACA). SAH said that, when she spoke to him, he was very networked based, and covered fundraising and the Crouch Lane planning application.

6. **Plan Key Milestones**

SAH suggested that we do not establish our key milestones until we have spoken to Jo Witherden.

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

It was agreed to hold the next meeting in a month, on Thursday, 7<sup>th</sup> July 2016.

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

The following were discussed under Any Other Business.

- Ownership of the nursery school.
- Attendees of the Working Group.
- The forthcoming meeting of the planning committee in Dorchester on Thursday 16<sup>th</sup> June 2016.

**Appendix A - Notes of last (11<sup>th</sup>) Meeting – 29th April 2016**



NP Mtg 11 Minutes  
29 Apr 2016 Issue\_1.