

Dogmersfield Neighbourhood Plan Steering Group – Draft Minutes

Meeting of the Dogmersfield Neighbourhood Plan Steering Group held on Monday 11 September 2017 in the Dogmersfield Primary School starting at 6.00pm.

Those attending

Steering Group Members:

Christine Lowe (CL)

Mark Lowe (ML)

Carol-Anne Harrison (CAH)

Valery Scott (VS)

Geoff Beaven (GB)

Alastair Clark (AC) representing Dogmersfield Parish Council.

Members of the public:

Brian Leversha

1. Welcome and introductions.

GB welcomed all present to the Ninth meeting of the Dogmersfield Neighbourhood Plan Steering Group. Apologies had been received from Chris Ward and Lorraine Fulbrook.

Parish Council has appointed a new Parish Clerk and Responsible Finance Officer from 1st September. Helen Wright will attend her first Council meeting later this evening.

2. Acceptance of the notes of the meeting held on the 10 July 2017.

It was resolved that the minutes of the meeting held on 10 July 2017 were a true record (CL proposed, ML seconded with all in favour).

3. Actions Arising

GB stated that apart from acceptance of the minutes there were two matters resolved at the last meeting. The first was that after final revisions the Vision Note would be released and the second asked the Parish Council to engage RCOH for a further tranche of consultancy support. Both of these actions have been completed and their progress is reported under the next agenda item.

4. Review of progress since the last meeting.

Following from the discussions at the last Steering Group a finalised version of the Vision Note is now available on the Parish Council website. This is an important part of the evidence base for the Dogmersfield Neighbourhood Plan and we have gone to some lengths to ensure that it is as up to date as possible, is factually accurate and provides a clear distinction between factual evidence and the opinions and suggestions put forward by RCOH.

At the last meeting it was noted that the Parish Council will be submitting a new grant application for £5285 which was the outstanding balance of total government grant available and must be expended by the end of March 2018. The application process took longer than expected mainly because the administering organisation requested a new quotation from RCOH that confirmed the cost of the tasks identified in our application. Unfortunately this request coincided with the start of the holiday season. The application was approved as soon as the quotation was provided.

At its last meeting the SG resolved that the DPC should be asked to engage consultants RCOH to provide consultancy support as described in their updated project plan (dated 19/06/17) with a LOL not exceeding £7000. GB reported that the Parish Council has issued a purchase order and this has been accepted by RCOH with an LOL of £5500 covering a further updated project plan dated 24 August 2017. This plan identifies RCOH tasking up to the production of a draft Neighbourhood Plan of a suitable standard to submit to Hart DC. However, this is a very taut plan covering and the SG needs to be economical with its demands on RCOH if the plan is to be completed within the funding available.

The Council has been notified that RCOH have changed their name and in future will be called ONEILLHOMER LTD.

The NHP funding situation is as follows based on the Parish Council's financial report for end June (VAT Ex)

Receipts	Hart DC Grant	£2000
	Gov Grant tranche 1	£3715
	Precept earmarked reserve	£2000
	Gov Grant tranche 2	<u>£5285</u>
	Total	£13000
	Expenditure to date	£3933.52
	Available balance	£9066.48
	RCOH commitment	£5500
	Remaining Balance	£3566.48

As the precept reserve is earmarked for an SEA the available balance for further commitment with RCOH/expenses/printing is £1566.48.

The other area of progress is the work of the Sub Groups which is covered by the next agenda item.

5. Review Subgroup Activities.

GB reported that at our March meeting we endorsed a suggestion from RCOH by setting up a number of Sub groups that would examine particular topics in particular by collating evidence that is in the public domain. These subgroups would be led by SG members with assistance from other members and from residents as needed. The sub groups were

- Housing (Geoff Beaven)
- Design and Character (Mark Lowe, Christine Lowe, Carole-Anne Harrison)
- Community Facilities (Valery Scott)
- Environment (Geoff Beaven)
- Infrastructure (Chris Ward)

The aim was for each group to produce a draft summary report by early September and GB reported that for all of the summary reports drafts or part drafts were being circulated. The SG concluded that the reports from the Environment and Community Facilities Sub Groups were sufficiently mature to pass to RCOH for comment and that the section on Design Standards would benefit from RCOH advice before proceeding much further. The other reports required more work and further WG consideration before being passed to RCOH. A date was earmarked for a WG meeting.

6. Consideration of next step

A significant proportion of the RCOH effort is earmarked for support to the Subgroup activities and this would be activated by passing copies of the draft reports to them. Many of reports will be improved by adding and other illustrations that are not restricted by copyright. This aspect needs to be addressed so that material is available to feature as needed in a draft Neighbourhood Plan.

7. Next SG meeting will be held provisionally on the 13 November 2017 starting at 6.30pm.
8. AOB

Nothing was raised and GB closed the meeting at 6.35pm