

NOTES OF MEETING

Meeting: Neighbourhood Plan Steering Group Meeting

Date & Time: Monday 9th January at 7.00pm

Place: Council Chamber, The New Town Hall, Commercial Road

PRESENT:

Chair: Cllr David Northam

Steering Group Members: Colin Marsh, Phil Watts, Rob Cheeseman, Penny Quilter.

Project Support: Michele Williams, Jane Biscombe, Ben Heath

ITEM	DISCUSSION	ACTION	BY WHOM
1.	<p>Welcome and Apologies:</p> <p>David welcomed everyone and introduced Ben as taking over from Jane but Michele still to remain as Project lead.</p> <p>Apologies were received from Cllr Ann Weaving, Cllr Colin Huckle, Lara Wood, Sara Parker, Paul Weston.</p>		
2.	<p>Minutes & Matters Arising</p> <p>Minutes of last meeting held 5th December were approved.</p> <p>Changes to be made identified as follows:</p> <p>22.2: Colin M not Colin H. 23.2: Colin M not Colin H.</p> <p>22.3: re Bridport Co-Housing and, 23.12: Obtain other Co-Housing Info.</p> <p>Item 7: Letters to Schools – now complete</p> <p>Item 9: Design Code Update to be carried forward to next meeting.</p>	<p>(25.1) Upload to webpage</p> <p>(25.2) Michele to amend as identified</p> <p>(22.3) Carry fwd to next meeting</p> <p>(25.3) Carry fwd to next meeting</p>	<p>Michele</p> <p>Michele</p> <p>David / Michele</p> <p>Michele</p>
3.	<p>3rd Engagement Questionnaire & Supporting Maps: (Recommendation: Proceed with 3rd Engagement week commencing 16th January 2023.)</p> <p>A meeting was held with AECOM where it was requested final maps to be received by close of day Wednesday. Focus to be on sites under consideration.</p> <p>Members agreed to go forward with distribution to anyone who has been involved or shared desire to be involved via email to notify of start of survey.</p>	<p>(25.4) Inform interested parties of survey.</p>	<p>Michele</p>

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	Question raised if we could put into the advertising drums on seafront – Michele to look into costs.	(25.5) Once costings recd – to look into putting poster in drums	Michele
4.	<p>Revised Project Plan – Version 4: (Note & Discuss consequences)</p> <p>David advised he had contact with Nick Cardnell (DC) who is happy with the progress and Ryan Putt regarding the scoping phase completed. They still waiting for us to decide which sites are being identified. Agreed to circulate these.</p> <p>Discussion on how we will ensure our environment is protected – this through Strategic Environmental Assessment and Habitat Regulations Assessments work carried out by AECOM.</p> <p>Change to timeline identified in the revised project plan – although have tried to ensure there is no delay it was inevitable and unfortunately will not be in time for the May 2024 elections.</p> <p>There will be factors such as how long it takes the steering group to make decision, what the responses we get to both survey and theme group workshops and whether they are considered contentious all impact the timeline.</p>	(25.6) Circulate emails to Steering Group	Michele
5	<p>Draft Objectives – Initial Response from Paul:</p> <p>Discussion about the number of responses to Paul – David explained out of group only 2 member who have not responded for unknown reasons but positive that the other 9 have responded. Confirmation that the responses from the 3rd Engagement will be included in the policies.</p> <p>Penny asked that it be noted that when members identified themselves as wanting to be involved in the Weymouth Neighbourhood Plan it is really unacceptable if members are being inactive in their involvement.</p>		
6.	<p>Pathfinder Programme: Advice Note: (Decision required)</p> <p>Discussion around ways to help achieve what we see as practical and achievable i.e. Brownfield sites which need development.</p> <p>Steering Group to make decision and then present to the governing body which is Weymouth Town Council to accept and include in the Weymouth Neighbourhood Plan.</p> <p>It was confirmed that the 30K from DLUHC is for the Pathfinder project and not specifically to produce a Design Code although this will be drafted. Question asked that if Dorset Council had any decision on the Design Code and answer is no. Although Jane reminded the group that we do need to keep DC updated especially if include the Design Code on their property.</p>	The recommendations in the advice note were agreed.	

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	<p>Phil raised that we keep separate from the Neighbourhood Plan – could cause slippage and need to keep a lid on it – ensure they are Council wide policies.</p> <p>David to arrange meeting for him and Colin to take back to discuss with Rachel – agreed in principle.</p>	(25.7) Arrange meet with Rachel and include Colin H	David
7.	<p>February Theme Group Workshop Arrangement & Plan:</p> <p>Paul suggested via email that each of the theme groups aim is to meet post-consultation to consider the findings of the consultation, and in particular the response to the key questions asked under their theme heading, with a view to agreeing how to interpret the response and making recommendations about policy content for the Steering Group to consider at its March meeting. This would then clear the path for the first draft of the NP to be completed by the end of March 2023.</p> <p>The amount of time each theme group will require – suggested 2 hours will really depend on the number of questions and the scale and diversity of response you receive. The focus group discussion could be framed by pre-set discussion points.</p> <p>As for group participants, the theme groups could invite selected others, with the necessary understanding and objectivity, to join them in ‘focus group’ mode. Maximum number of 12-15 in each workshop.</p> <p>Paul is happy to help carry out an initial analysis of the consultation response with some commentary to prompt discussion by the focus groups.</p> <p>It is hoped that all members of the Steering Group will attend a workshop around their interest so that not the same people are attending all – share the load.</p> <p>DCF have provided the dates of 20th, 22nd, 28th as being what they have available – discussion around set up and agreed to only do afternoons so possibly 2 a day on two days with the last one (if decision to hold the full five themes separately) on the 3rd afternoon.</p>	The proposed way forward was agreed.	
8.	<p>Risk Register: (Comments against Register)</p> <p>The current Risk Register is out of date and needs some updating. Identified the following as still high risk;</p> <ul style="list-style-type: none"> (i) Under 1.3 representation in areas: need to make wider to include all WTC remit (ii) Under 2.6: worried that some slippage due to time pressures. 	(25.8) Arrange meeting between Ben / Jane / Michele to look &	Michele

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	<p>(iii) Under 3.1: concerns about having a shortfall. We unclear on what we have spent and what is left. Ben/Jane/Michele to create brief budget outline to present next meeting.</p> <p>Need to review the character areas which still have old characters – review by ECA assessment – David thought he had circulated – will look and circulate again.</p>	<p>provide budget outline (25.9) Circulate ECA papers</p>	<p>David</p>
<p>9.</p>	<p>Any Other Business:</p> <p>Rob: Question about CEE Working Group and how to create a Strategy which will include the NP.</p> <p>Penny: Still having an issue with accessing the Teams documents – Michele advised that TailorMade are looking into this, and Michele will update the relevant individuals.</p> <p>David: Before Christmas David advised he had contacted the Town Clerk and Council Leader about how we get our Draft Plan endorsed by the Council in April. Also an email raising how we might ensure that once the Plan is made how we should ensure there is not only a monitoring plan but also a delivery plan.</p>	<p>Michele to forward CEE priorities paper from Ben.</p>	<p>Michele</p>
<p>10.</p>	<p>Dates of Future Meetings:</p> <p>Date: Monday 13thFebruary 2023 Time: 7pm Venue: Council Chamber</p> <p>Date: Monday 13th March 2023 Time: 7pm Venue: Council Chamber</p>		

Meeting ended at 9:05pm