

**MINUTES OF THE OKEFORD FITZPAINE NEIGHBOURHOOD PLAN WORKING PARTY  
HELD AT 7.30PM ON MONDAY 20 NOVEMBER 2017**

**Attendance:** Cllr P Banning (Chairman)  
Cllr R Rowe  
Cllr G Weeks

**1. Apologies**

None

**2. Minutes**

The minutes of the meeting held on 4 October 2017 were confirmed as a correct record and signed by the Chairman.

**3. OFNP Consultation Report, production of the final version and submission to the Parish Council change of status on Neighbourhood Planning**

Cllr Rowe ran through the changes to the document. Following discussions Members felt that the detailed responses from consultees should be set out as a separate document as an appendix to the report. The main body of the document would show a summary of resident's comments only. This would make the document more readable.

Cllr Banning advised that the main body of the Consultation Report should contain a statement showing the steps taken in consultation throughout the Neighbourhood Plan process and a summary of all responses received to the most recent consultation period with the associated replies.

Cllr Rowe agreed to look at reformatting the document and creating a separate document with the detail from the responses.

**4. The Strategic Environment Assessment Screening Opinion**

Cllr Banning advised very few changes were required to the Strategic Environment Assessment and Habitats Regulations Screening Opinion Report following comments received.

With regard to the Heritage Impact Assessment (HIA) report, Cllr Banning advised that Parsons & Joyce had commissioned conservation consultants to prepare the HIA report for the Pleydells Farm (re-drawn) site. Cllr Banning advised that he had asked for a draft of this report in order to go ahead with the overall HIA report required to support the SEA and HR Screening Opinion report (received 23/11/17). He re-stated that the Neighbourhood Plan could not go to Regulation 15 Consultation until the Screening Opinion Report had been vetted by North Dorset and the respective Public Bodies and they had confirmed that a full SEA was not required.

He advised that Historic England were asking for a qualified conservation person or the local authority to sign off these report within the SW England area as Historic England were concerned about the impact the Neighbourhood Plans could have on conservation areas. There had been meetings between Historic England and the local authorities on this subject during the summer.

**5. Regulation 15 submission of documents to North Dorset**

Cllr Banning advised that where the changes made to Regulation 14 documents were minor corrections that the full documents would not be re-submitted to the Parish Council for agreement. However, where there was a material change to the documents that this type of change would need to be agreed by the Parish Council. The approach would implement a formal change control process over the documentation being submitted for Regulation 15 consultation to the local authority.

He advised that the only material change identified so far was in relation to the categories of Affordable Housing. He added that the housing association was having difficulties finding owner/tenants for the shared ownership homes in the Old Dairy development, and that 1 unit remained vacant. A proposal to ensure that the wording on Affordable Housing within the OFNP was not too restrictive and allowed for future change to the definition of this type of housing had been sent to the Parish Council for agreement at the December PC meeting.

Cllr Banning advised that there was a new option which would allow local people to have the right to purchase houses at 75% cost. This would mean that housing associations need not be involved.

**6. Request for final tranche of budget**

It was agreed to carry this item forward to the next meeting as the result of the SEA Screening Opinion was required before applying for the final tranche of the budget.

**7. Date of Next Meeting**

TBC

The meeting ended at 8.10pm.