

SSJ NP Doc Ref 33.02.11

SHERBORNE ST JOHN NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING

Minutes of the Steering Committee Meeting on Tuesday 2nd September 2014 at 6.30p.m at The Old Post Office Kiln Road.

Present:

Julian Crawley	Chairman	Harold Hatt
Mike Harrison		John Edwards

70.14 Apologies for Absence

Apologies were received from Syd Abraham, Richard Morgan, Jayne Tomlinson, Natasha Rougier and Penny Mayo.

71.14. Minutes of the meetings 22nd (Revised) & 25th July 2014

Minutes were signed by the Chairman Julian Crawley as an accurate record.

72.14 Matters Arising

40.14 Sue Jobbins attended the Questionnaire Workshop as Facilitator.

63.14 Housing Needs Survey has been (very successfully) circulated and is in process of being completed by Residents. Thanks to Penny Mayo, John Edwards and helpers.

54.14 'SSJ Neighbourhood Plan Vision, Objectives, Aims & Goals' ref 32.02.02 has been sent to Joanne Brombley BDBC). The Chairman and Administrator will be meeting BDBC for a Progress Meeting on 18th Sept. JDC/PM

61.14 JDC has presented the results of the Seniors Event – for posting on the website. PM

73.14. Website

The website is in the process of being updated by Graham with current documents provided by the Administrator. There appears to be some problems with exactly which items have been received for posting. This is now urgent as a full inventory of supporting documents needs to be in place prior distribution of the Questionnaire. PM/GC

74.14. Evidence Base/Toolkit

Work is still outstanding on the Evidence Base as allocated at the previous meeting. Document Ref 03.02.05 divides responsibility into 8 sections allocated to Committee members to review all base sources and statutory bodies to ensure the SSJ NP is complying with their needs and requirements.

1: BASELINE –	JC/MH
2: POPULATION AND HOUSEHOLD CHANGE -	JC
3: HOUSING NEED AND PROVISION -	SA
4: ENVIRONMENT AND CONSERVATION -	MH
5: TRANSPORT -	RM
6: ACCESS TO COMMUNITY SERVICES -	LA
7: OTHER INFRASTRUCTURE -	JDC
8: EMPLOYMENT AND BUSINESS OPPORTUNITIES –	SA

The David Wilson Appeal Documents still require review for relevant information

ALL

1. Mike Harrison has updated the Base Document for posting on the website; after further update and review by JDC this will be posted via Graham. MH/JDC

2. JC has obtained Parish-specific data.

3. HN Survey in progress.

4. Mike Harrison has contacted Hants & Isle of Wight Wildlife Trust / HCC / Hants Biodiversity and has obtained a swathe of base information regarding Biodiversity and Wildlife within the Parish. It is proposed to produce an SSJ Wildlife Map.

Suggested Provisional Plan for an SSJ Wildlife Map (under oversight of a small Review Committee):

Review of Base Data – Habitat & Landscape Character - to produce a Baseline Map: MH

1 Year Survey of Bird Population: C&J Cooke?

1 Year Survey of Butterfly & Moth Population: N Montegriffo?

1 Year Survey of Mammals & Reptiles: B Berry?

1 Year Survey of Plants & Fungi: MH?

Hedgerow / Roadside Verge Surveying: Training may be possible for volunteers through HIWWT (tba).

The Chairman to approach named individuals

JDC

5. No Update

6. No Update

7. Papers produced for Mobile Phone, Internet and Water Resource Management (to be circulated after further review).

MH/JDC

8. Local businesses contacted – awaiting responses.

The Administrator will identify the houses that back onto the SINC & send contact details to Julie Nethercott (HCC) **PM**

A letter has been sent to Statutory Bodies / Consultees advising them of the Neighbourhood Plan and asking them for their formal notification requirements. (This should not be confused with individual responsibilities for obtaining information from these organisations).

PM

75.14. Young Persons Event

A low response was received for this competition; SSJ School has not responded *per se*. The winners will be announced on 15th September.

JDC

76.14. Call for Sites

Call for Sites log **25.04.18** has been further updated. The Chairman has visited Mrs J Foot and the Aubrey family, and telephoned Mr Horton's agent to explain the process. Meanwhile the location of possible sites has been included in the final draft Questionnaire.

Status of letter to 'not interested' and 'non-responsive' site owners to be advised

JDC/PM

77.14. Consulting Local Groups

The response is still low. Committee member were asked to chase up their groups and send details to Penny Mayo for the records of dates of contact. Penny Mayo will send round an up to date list – **carried over**

to next meeting

PM/ALL

78.14. Plan Programme

The Plan remains on target.

79.14. Questionnaire

The workshop was successfully completed on 25th July – with thanks to Sue Jobbins (Facilitator) and Harold and Ruth Hatt (Hosts). Modifications and omissions to the Questionnaire have been corrected – the 'Final' draft will be circulated 4th September.

Programme:

Circulate Final Draft 04.09.14

Send to Printers 15 to 20.09.14

Receive from Printers 30.09.14

Deliver to Residents by 06.10.14

Return by 27.10.14

Questionnaires will be distributed in unaddressed, open envelopes printed with return instructions. The map will be printed in black and red.

Quotations are being refined – Greenhouse Graphics (printer of the Villager) is the likely choice. **JDC/PM**

80.14. Date for Next Meeting

The next meeting will be on 30th September 2014 at The Old Post Office starting at 6.30p.m.

Post Meeting Note – Chairman unavailable on the 30th, proposed date change to Monday 29th September 2014. Please advise non-availability.