

SHERBORNE ST JOHN NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING

Minutes of the Steering Committee Meeting held on Thursday 3rd April 2014 at 6.00p.m at The Old Post Office Kiln Road.

Present:

Julian Crawley	Chairman	Mike Harrison	Harold Hatt
Richard Morgan		Syd Abraham	Penny Mayo (Administration)

10.14. Apologies for Absence

Apologies were received from Linda Agnew.

11.14. Minutes of the meeting 6th March 2014

The minutes of the meeting 6th March 2014 were agreed as correct by the Committee and signed by the Chairman Julian Crawley.

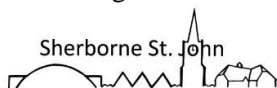
12.14. Matters arising from the minutes

a. SG Governance – Terms of Reference Update. The amended draft governance statement, circulated by Julian Crawley, was agreed and will be posted on the Neighbourhood Plan page on the Sherborne St John website as soon as possible.

13.14. Website

The Steering Committee agreed that this was an extremely important way to communicate with residents and therefore needed quick and regular updates posted. A short paragraph needed to be inserted in the Parish Council's home page giving brief information and directing people to the Neighbourhood Plan home page. There will be a short meeting between Julian Crawley, Graham Crook and Penny Mayo on Monday 7th April at the Old Post Office to discuss access and updating of the NP home page on the SSJPC site. While the filing numbering has yet to be formalised and adopted the SSJ Plan Home page would be laid out as follows:

1. SSJ NP Website (draft, being developed). Report by Julian Crawley
Home Page:



- *Vision - the 'Vision' statement from the Launch 8th Feb 2014*
- *Brief introduction on 'Why there is need for a SSJ NP.'*

Links to

- *Evidence Base (a)*
- *Consultation Process / Programme (b)*
- *Steering Group – Meetings Schedule (c)*
- *Questionnaire (d)*

a. Evidence Base

1. *Neighbourhood Plan Overview*
2. *SSJ Parish Background Documentation*
 - i. *Draft Neighbourhood Plan / Basic Conditions Statement*
3. *BDBC & HCC Policies / Documentation*
4. *Consultation and Engagement (including launch information)*
5. *Housing and Built Environment*
6. *Landscape and Green Spaces*
7. *Transport and Infrastructure*
8. *Environment*
9. *Education*

- 10. *Economic Activity*
- 11. *Facilities and Services*
- 12. *Other/Miscellaneous*

b. *Consultation & Engagement*

- 13. *Strategy Document (Shaping Communities)*
- 14. *Programme & Progress*
- 15. *Events*
 - i. *Launch Feedback*
 - ii.

c. *Steering Group - Meetings*

Brief resume of Team Members.

Meetings are not open to members of the public in general, but invitations may be extended to individuals.

- 16. *Future Meetings*
- 17. *Terms of Reference*
- 18. *Minutes of Meetings*
- 19. *Q&A*

d. *Questionnaire*

(To be developed)

14.14. Evidence Base. Report by Mike Harrison & Julian Crawley

Mike Harrison has researched and produced a spreadsheet of the Evidence Base information available from various sources. The spreadsheet details document, source, summary of contents, any comments specific to SSJ. However help is needed to research some evidence sources re: water, SINC's, trees/woods, historic elements, Biodiversity issues, environmental issues e.g. drainage, housing stock, and housing needs.

Mike Harrison & Julian will review his spreadsheet then send to Penny Mayo for circulation to committee members and others to ask them to help research areas (listed above) yet to be covered adequately. **MH/JC/PM**

Penny Mayo will circulate the population demographics used at the launch taken from 2011 census for SSJ. **PM**

Penny Mayo will also circulate relevant reports compiled for the appeal against BDB5761/2 David Wilson Homes. **PM**

15.14. Launch Feedback & Questionnaire. Report by Richard Morgan

Richard Morgan will write up the consultation log, as supplied by Sue Jobbins with whom he has been in contact, detailing points from the launch feedback & send to Penny Mayo for distribution and filing as a matter of urgency. He is also reviewing the generic questionnaire from Shaping Communities to link with launch feedback. It was noted that finalising the questionnaire must wait until all consultations had taken place to ensure all points raised are included.

RM

16.14. Housing Needs Survey Linda Agnew unavailable to report

Syd Abraham agreed to contact BDBC housing department, Joanne Brombley & other sources (Sentinel, Kingfisher etc) to gain information on current and projected housing needs in the parish. He will also liaise with Alex Munro, Maroon Planning, to get advice on appropriate sources which need to be researched. **SA**

17.14. Consulting Local Groups

Julian Crawley tabled the proposed questionnaire below:

Questions to put to Local Organisations.

1. *What facilities, services, and infrastructure do you consider are lacking or under pressure in the area (e.g. over capacity)?*
2. *What facilities, services and infrastructure do you consider are under used in the area?*
3. *What are the local, district wide, and cross border (ie Berkshire) issues and priorities relevant to your organisation?*
4. *What existing plans are there to improve, change or reduce any services, facilities or infrastructure within the area, which you are aware of?*
5. *What are the likely impacts of future development (eg Marnel Park) on your organisation and on services, facilities and infrastructure in the area?*
6. *What additions, improvements, or changes to local services, facilities, and infrastructure would you like to see (either related to future development or in the absence of development) and how best can these be provided?*

7. *Is there a specific question you would like to be included in The SSJ Plan Questionnaire which will be sent to all Residents later in the year?*

Penny Mayo will put these questions into a consultation log document for use by the people contacting local interest groups. Penny Mayo will send this log, with the interest groups spreadsheet, to Julian Crawley first to select 10 people/groups he will contact to gain their views. The interest groups list will then be sent one by one to each committee member and helpers so that each person can identify 10 people/groups they are happy to contact. In this way it is hoped all on the list will be covered and their views collected so that they will be adequately covered in the final questionnaire.

PM/ALL

18.14. Naming the Plan

It was agreed that it would be called 'The SSJ Neighbourhood Plan'

It was agreed to use the logo already developed by Julian Crawley who would send on to everyone for use on documents they produced.

JC

19.14. AOB

Julian Crawley & Mike Harrison asked Penny Mayo to book them on to the morning Neighbourhood Planning seminar being held 30th April 2014 at BDBC Council offices.

PM

It was agreed that Richard Morgan should contact the housing developer Rydon, who had spoken to Syd Abraham, about their options on sites in SSJ Parish. Penny Mayo will send him the e mail contact details.

PM/RM

The next meeting will be on Thursday 1st May 2014 at The Old Post Office at 6.00p.m.