

# SHERBORNE ST JOHN NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING

Minutes of the Steering Committee Meeting on Thursday 1<sup>st</sup> May 2014 at 6.00p.m at the Old Post Office Kiln Road

**Present:**

Julian Crawley Chairman

Mike Harrison

Richard Morgan

Syd Abraham

Jayne Tomlinson

Sue Jobbins, Shaping Communities

Alex Munro, Maroon Planning

Penny Mayo (Administrator)

**20.14 Apologies for Absence**

Apologies were received from Harold Hatt.

**21.14 Minutes of the meeting 3<sup>rd</sup> April 2014**

Julian Crawley proposed acceptance of the minutes of the meeting 3<sup>rd</sup> April 2014 as correct seconded by Syd Abraham  
Julian Crawley signed the minutes as Chairman.

**22.14 Matters arising from the minutes**

There were no matters raised from the minutes

**23.14 Bimonthly Report to SSJPC**

The Chairman, Julian Crawley had sent the first report to the Parish Council and as soon as the website was completed it would be posted on the dedicated Neighbourhood Plan page.

**23.14 Website**

Jayne Tomlinson has been working with Graham Crook and had arranged to meet him later at 7.00p.m. to discuss some revisions needed to the draft layout of the Neighbourhood Plan page. She will see if she can have access to the site in order to be able to update and place items on the page. **JT**

Julian Crawley will revise the original 'Vision Statement' used at the launch in February. He will send the draft to the Administrator for circulation, prior to posting on the website, for approval. **JC**

**24.14 Evidence Base**

Mike Harrison has carried out extensive work to produce the SSJ Evidence Base document for the Neighbourhood Plan. He has produced an extremely detailed spreadsheet reviewing many sources and annotating the information they provide especially where they relate to SSJ Parish. So far most sources have been identified from the BDBC emerging plan and the evidence base they have used. However there is still considerable work needed in specific areas to gather the required evidence such as - Tree Protection, Bio Diversity, and Housing Needs.

The Administrator will send the spreadsheet to the consultants for review. **PM**

Actions:

a. The Administrator will send Mike Harrison a copy of the 2004 Village Design Statement, the demographic details used at the February launch taken from the 2011 census and Bio Diversity document from Appeal. **PM**

b. Julie Nethercott, the Bio-Diversity officer at BDBC will be contacted for information. **MH**

c. Syd Abraham has contacted Mags Wylie at Action Hants — who has promised to call back in the next week. Action Hants, as a 'rural housing enabler', will be asked to look at the housing requirements in SSJ and possibly produce (or assist in producing) a Housing Needs Survey. It is hoped that Action Hants will be able to provide a consistent methodology for how the 150 houses required by BDBC could be apportioned within the rural villages. The consultant Alex Munro suggested contacting St Mary Bourne for details of how they are investigating this area. **SA**

d. As a Housing Needs Survey would have a cost factor it was suggested the Syd Abrahams ask Action Hants if they already have a developed survey which could be used, and see if there are any outside sources which would fund the cost. (NB. Any survey could potentially cover all the rural villages involved in providing the 150 houses in the draft plan). **SA**

e. As part of the process, the Plan needs to identify the percentage of the 150No. houses for the rural villages that should be (by identifying needs) / can be apportioned to SSJ.

f. Julian Crawley complemented Mike Harrison on the format of his Evidence base document which will be used & developed further. The Committee will now review the spreadsheet to identify what areas need further and deeper investigation especially any which could have specific relevance to SSJ (e.g. business premises availability etc). **ALL** The 2 consultants advised the Committee not to replicate BDBC Local Plan or the NPPF but to identify the final topics/objectives to be included in their NP and then to review their Evidence Base and identify and explore at greater depth only what related to SSJ.

AM recommended that the Committee should research what matters to SSJ residents and then refine their choice down to 5/6 final topics – Policies - for inclusion in the Plan. These must then be well researched to support the final draft Plan.

The original Draft Objectives from the launch – Allocation of Housing Sites, Housing Mix, Avoiding Coalescence, Retaining a ‘Mixed Population Age Profile, Retaining Village (Parish!) Amenities, and Protecting Green Spaces – remain current.

#### **25.14 Launch Feedback**

Richard Morgan has completed the launch feedback. The Administrator will re send to everyone.

**PM**

#### **26.14 Housing Needs Survey**

This is one area that urgently needs investigation (see comments above).

#### **27.14 Consulting Local Groups**

The Committee members and various helpers are in the process of contacting businesses, social clubs and various groups to ask for their views on the topics. Sue Jobbins expressed concern that the questionnaire being used was very general and required explanation. Julian Crawley will produce a summary from the launch results for the interviewers to use when contacting their 10 consultees.

**JC**

The Administrator will send all Committee members a copy of the brief written by Richard Morgan which was used at the Launch event in February for general information.

**PM**

It was agreed that some could be contacted by e mail for their views but it would be preferable for someone to attend clubs/groups in person to collect the views from all age groups if possible. They also agreed to place an advert in the Sherborne St John School Association magazine in order to contact as many parents as possible.

**PM**

#### **28.14 Plan Programme**

Sue Jobbins will update the original consultation timeline document (4.12.13) & send to the Administrator.

**SJ**

#### **29.14 AOB**

The Consultants advised the Committee to start investigating prospective sites for new houses – to start an assessment process based on standard criteria.

It was noted that Richard Morgan and Syd Abraham had already met one interested developer, Rydon Homes, which is promoting sites on which it has options.

It was agreed that all landowners must be given the opportunity to submit proposal. Julian Crawley will draft a letter to be sent to local landowners asking them if they have any sites for consideration and explaining the process that will be pursued.

It was decided to contact Mike Townsend to ascertain if BDBC had already had talks with developers and whether any advice / indication had been given to Rydon Homes regarding their proposals.

**JC**

The Committee should liaise with BDBC regarding the level of sustainability that must be identified for any site(s) chosen for inclusion in their Neighbourhood Plan.

Sue Jobbins & Alex Munro will update any of their previous documents where necessary and forward to the Administrator for circulation.

**AM/SJ**

The next meeting will be on Tuesday 27<sup>th</sup> May 2014 at the Old Post Office at 6.00p.m.

**SSJ Plan Ref 33.02.06**