

SHERBORNE ST JOHN NEIGHBOURHOOD PLAN

STEERING COMMITTEE MEETING

Minutes of the Steering Committee Meeting held on Thursday 25th September 2014 at 6.30p.m at The Old Post Office Kiln Road.

Present:

Julian Crawley	Chairman	Richard Morgan	Mike Harrison
John W Edwards		Linda Agnew	Penny Mayo Administrator

81.14. Apologies for absence

Apologies were received from Syd Abraham, Harold Hatt, Natasha Rougier and Jayne Tomlinson.

82.14. Minutes of the meeting 2nd September 2014

Minutes were agreed as correct and will be signed by the Chairman when the Administrator provides a copy. **PM**

83.14. Matters arising from the Minutes

The Committee worked through the minutes from the previous meeting to review progress on each item and any further actions needed to be undertaken.

84.14. Website

This is still a work in progress. PM & JC have reviewed the files and identified all the documents which still need to be placed on the website. PM will contact Graham Crook and find out in what format he requires these documents then provide him with a pen drive with all the files to be uploaded. **PM/RM**

85.14 Meeting with BDBC

JC & PM reported on their meeting with BDBC representative Emma Clarke (EC) to review the Plan's progress. This was very useful and Emma will be happy to offer further help and advice.

Brief Review of points gleaned from the informal meeting:

EC drew attention to some BDBC documents - a Green Infrastructure Study & Biodiversity Assessment 2010, and the updated BDBC Neighbourhood Plan Protocol. EC also provided several useful forms for the Steering Group to use in assessing the viability of the sites identified in the initial 'call for sites'. Environmental issues associated with these sites need to be identified; the forms detail how this needs to be addressed.

BDBC will review the Plan to ensure it complies with EU law & satisfies strategic environmental regulations. They will carry out a screening process:

- Contacting environmental agencies such as Natural England to ensure there are no issues with the Plan.*
- Reviewing the Plan to ensure it is in line with the Vision Aims & Objectives as stated, and that any issues which come to light from the Questionnaire are expanded and adequately reviewed.*

Locality will also provide direct support & 'health check' the Plan if required.

EC provided a copy of an adopted Neighbourhood Plan - for 'Tattenhall & District' - for guidance.

86.14 Evidence Base/Toolkit

1. Baseline: MH to edit document as per JDC comments (email 04.09.14) and pass to JDC for early review and **posting on the website** (in time for the Questionnaire). **MH/JC**

Rogers Walters (RW) has provided a report on Water Issues. JDC to resend email 04.09.14 containing further information received from RW. **JC**

Tasha Rougier has agreed to review/update SSJ Landscape Assessments – this can be added later **NR**

2. Population & Household Change: JDC has information – still to do.

3. Environment & Conservation: Work is ongoing on this document. Mike Harrison has done more research although further work is needed in some areas including archaeological and historic sites. PM /MH will contact the SSJ History Society (Jane Shelvey) for information on historic sites in the Parish & also to obtain photos for inclusion in the Plan. **PM/MH**

Harold Hatt is also asked to provide information. **HH**

The plan for a SSJ wildlife map covering a complete year is still under construction. MH is continuing to collate base maps utilising the 'Magic Map' website. **MH**

Individuals have been identified to assist with specific aspects as noted in the minutes of the previous meeting. **JC** will ask Chris Cooke to contact RSPB for information on SSJ area. **JC**

MH still needs information from the BDBC Tree Officer re trees/preservation

The Administrator has still to identify the houses that back on to the SINC & send details to Julie Nethercott (HCC).
The meeting provided several names of people who own part of the land. **PM**

4. Housing Need & Provision – awaiting the Housing Needs Survey results.

5. Transport – no progress **RM**

6. Access to Community Services – no progress. LA to contact Shelley Moore **LA**

7. Other Infrastructure. **JC**

8. Employment & Business Opportunities: SA has telephoned all businesses in the ‘Interest Groups’ document (approx. 20) & sent e mails requesting they complete a short questionnaire. This plus any responses have been filed as 25.02.03.

87.14. Young Persons’ Event

Response was modest – however, all with a recurring theme: supporting SSJ as a rural village / parish. JC announced the winners of this competition:

13-18yrs Milford Killian-Dawson

9-12yrs Hermione Killian Dawson

5-8yrs Hugo Killian- Dawson

Runners Up – Oliver and Ben Tomlinson.

PM will get the prize money & give it to JC for distribution with the certificates. **PM/JC**

88.14. Call for Sites

JC has produced a schedule of potential sites to be reviewed, to which a location map will be added. This will be forwarded to PM for filing and **early posting on the website** (in time for the Questionnaire). **JC/PM**

89.14. Consulting Local Groups

This will need reviewing to ensure all efforts have been made to contact as many as possible.

90.14. Questionnaire

Questionnaire has been sent to printers and will be collected by PM (30/9 or 1/10) and taken to JE’s house where they will split them up into delivery packets. PM will warn volunteers to be ready. **PM/JE**

JE has prepared advertising boards & collection boxes which will be put up as soon as the Questionnaire is collected.

The Steering Group discussed whether to use Survey Monkey or create their own template to analysis the responses.

RM/LA confirmed that they can set up Survey Monkey. **RM/LA**

PM to post copy to LA. **PM**

91.14. Plan Programme

The plan remains on target.

92.14. Date of Next Meeting

The next date has yet to be arranged.