

SHERBORNE ST JOHN NEIGHBOURHOOD PLAN STEERING COMMITTEE MEETING

Minutes of the Steering Committee Meeting on Tuesday 22nd July 2014 at 6.30p.m at The Old Post Office Kiln Road.

Present:

Julian Crawley
Mike Harrison

Chairman

Richard Morgan
Linda Agnew

Syd Abraham
Penny Mayo Administrator

55.14 Apologies for Absence

Apologies were received from Harold Hatt.

56.14. Minutes of the Meeting 26th June 2014 / Revised Minutes of the Meeting 16th June 2014

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

57.14 Matters Arising

40.14 Was amended to reflect that both the consultants Sue Jobbins & Alex Munro were invited to attend the Questionnaire workshop. Penny Mayo will ensure the amended minutes are on file. **PM**

49.14 Housing Needs Survey in process of printing to be delivered this week.

Post Meeting Note: Mags Wylie has delivered them to Penny Mayo who will divide them and identify persons to deliver them - agreed at meeting to be no later than 31th July 2014. **PM**

54.14 It was agreed to adopt Julian Crawley's draft 'SSJ Neighbourhood Plan Vision, Objectives, Aims & Goals' ref 32.02.02. Penny Mayo will circulate to Committee and Joanne Brombley.

Post Meeting Note: Comments received from Sue Jobbins. JDC will review and circulate an updated draft. **JC/PM**

58.14. Website

There appears to be some problems with exactly which items have been posted to the website. Richard Morgan will contact the web coordinator. Penny Mayo will check and send all the files that need to be uploaded as soon as possible to include: minutes, constraint maps, housing needs survey and information, updated evidence base, reports for the launch & Senior's events & anything else appropriate. Sue Jobbins will be asked for photos from the launch to populate the site. **RM/PM**

59.14. Evidence Base/Toolkit

There are still areas of the Baseline Evidence Base that need more investigation and checking (see latest Evidence Base document – 02.01.03 Draft 3 dated 24th May 2014). Evidence Base Toolkit – 26th June 2014 Draft was agreed and adopted; this divides the Evidence Base information collected into 8 sections allocated to Committee members to review all base sources and statutory bodies to ensure the SSJ NP complies with 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 -	JC
8: EMPLOYMENT AND BUSINESS OPPORTUNITIES –	SA

Committee members are asked to check Base Source/Statutory Consul tees for information relating to their allocated area with particular reference to those listed in Table below with the following questions in mind:

- a. What does the Baseline data tell us?
i.e Trends, Imperatives, Omissions
- b. Define omissions and how they will be rectified.
Complete data.
- c. Define Issues
- d. Define Plan Objective(s) > Is this an NP Policy Item?
What needs to be done?
Is this an issue for the Questionnaire?

Information collected then needs to be added to the database. *Exact procedure tbc.*

NPPF - JC	HCC – MH & LA	Highways Agency - RM
BDBC – MH & LA	EA - MH	English Heritage - MH
Housing Associations – Sentinel SA & LA	Natural England - MH	H&IOW Wildlife Trust - MH
SE Water (Supply) - JC	Thames Water (Waste) - JC	BT/EE/Vodafone/O2 – JC
Police - JC	SSJ School - JC	Stagecoach – RM
North Hampshire Hospital - JC	Everest Comm.’ College - JC	CPRE - MH
HAPTC - JC		

The Marnel Park Phase II Appeal Documents will be reviewed for any relevant information. **ALL**
 Mike Harrison will send an up-to-date Evidence Base Document for posting on the website. **MH**
 Mike Harrison will contact Hants & Isle of Wight Wildlife Trust to discuss the possibility of producing a Wildlife Map for the Parish. While there are Phase 2 Biodiversity surveys in several areas there are none for the Vyne sites. MH has been in contact with Julie Nethercott (HCC Biodiversity officer) who wants to survey the SINC behind Bournefield & has asked for all the resident addresses that surround the area. The Parish Clerk will try to identify which houses are involved & send to Julie. Julie is also in contact with Hants Biodiversity and could possibly arrange some survey work in the Parish. **MH/PM**
 A standard letter to be sent to any statutory body or consul tees requesting information will be drafted & circulated for use. **JDC**
 There is a need for better information from ONS re the population census for SSJ Parish. Julian Crawley will contact them to see if they can provide information specific to the current parish boundaries (excluding Marnel Park). **JDC**

60.14. Young Persons Event

The end date has been extended to 15th August 2014 with further reminders placed at the School, on the website and in the Villager Magazine.

61.14. Seniors Event

Julian Crawley and Syd Abraham held a very successful meeting with 53 senior citizens of the Parish. After an introductory talk, the Seniors split into 9 groups to complete the questionnaire. Julian Crawley will send a consultation log summarising the answers. **JDC**

62.14. Call for Sites

Julian Crawley has annotated the Call for Sites log **25.04.18** with responses. Those who have yet to answer have been sent a follow up letter. If there is no response after this, land owners will be sent a letter noting their lack of interest, and that the NP Committee will not be considering their landholdings. **JDC/PM**

63.14. Housing Needs Survey

The Housing Needs Survey by Action Hampshire will be issued at the end of the week to all households with a final date for return of 1st September. This will provide invaluable information on the types of housing needed in the Parish. Penny Mayo has contacted those offering to deliver items. She has produced a list of number of houses per road which she will try to marry up with volunteers. The Committee want deliveries to be completed by 31st July. **PM**

64.14. Consulting Local Groups

The response is still poor. Committee members were asked to chase up their groups and send details to Penny Mayo for the records. Penny Mayo will send round an up-to-date list. **PM/ALL**

65.14. Plan Programme

The Plan remains on programme.

66.14. Questionnaire Workshop & Analysis

Penny Mayo will bring 7 copies to the meeting at Weybrook Farm on Friday 25th July at 10.00a.m. - using the most recent copy (Richard Morgan's annotation), sending a copy to Sue Jobbins for information. **PM**

66.14. AOB

The website will be reviewed to ensure all relevant documents are posted.

Dates for Future Meetings

The next meeting will be on 2nd September 2014 at The Old Post Office starting at 6.30p.m.