

**Neighbourhood Plan – Sherborne St John -
Notes of Meeting 25th February 2014 held in Village Hall surgery 10-12.00noon**

Present:

Sue Jobbins (Shaping Communities) - sue@shapingcommunities.co.uk
Cllr Syd Abraham – Vice Chairman Parish Council syd@profco.net
Cllr Tasha Rougier – Councillor natasharougier@gmail.com
Jayne Tomlinson – Councillor jaynetomlinson@btinternet.com
Julian Crawley – resident julcrawley@gmail.com
Harold Hatt - resident/local farmer/landowner - handrhatt@hotmail.co.uk
Jason Miller (son-in-law to Mr Hatt) resident/farmer - jasonandcil@hotmail.co.uk
Mike Harrison - resident harrisonmike53@aol.com
Shelley Moore - resident samoorelv@googlemail.com
Barbara Irving - resident irving.barbara@gmail.com
John Edwards - resident Edwards_john_w@hotmail.co.uk
Penny Mayo – Clerk to Parish Council ssjclerk@gmail.com

Apologies:

Linda Agnew – linda.ssipc@btinternet.com
Richard Morgan – Richard.morganssj@btinternet.com

Cllr Abraham welcomed everyone to the meeting at which the members of the Steering Committee would be chosen. He briefly gave a recap of the very successful launch on 8th Feb 2014. Over 90 residents and interested parties attended and gave comments on the topic areas:

Housing

Infrastructure Issues

Community - Children & Youth

Business & Employment

Environment and Green Spaces

Community & Village Amenities

These comments and suggestions for the Parish have been collated , recording how many commented on each point ready for discussion by the Steering Group when they review and 'hone' the questionnaire to be sent later to all residents for completion.

Cllr Abraham explained to the group that 2 consultants had been appointed by the Parish Council to help the Steering Committee to ensure the Plan was produced and submitted correctly. He also informed them that a large grant towards the costs had been obtained to supplement the money already committed by the Council from Parish funds.

During general discussion each person signified the area of help they would be able to offer.

Shelley Moore and John Edwards did not wish to be on the Steering Committee but were happy to be responsible for organising volunteers for delivery of questionnaires, collecting completed forms and any other notices etc that needed to go to each resident during the process at each stage.

The Clerk has already started spreadsheets on names & contact details of people happy to help with deliveries – she will send copies to both Shelley & John.

Sue Jobbins – from Shaping Communities gave a brief explanation of the stages in the production of the Neighbourhood Plan to the new members of the group.

She stressed that it was ESSENTIAL to record all stages – with comments/options/results – to back up what is eventually included and importantly what **is not** and reasons why items are not included and what action will/will not be taken on these subsidiary points. She has supplied a 'Consultation Log' format for use at all stages. *Clerk will send copies.*

Key Stages:

1. Designate the area - *already done*
2. Introductory Launch to the Parish residents – *already done*
3. Produce the bespoke consultation/questionnaire – incorporating feedback from the launch – *Sue has already supplied a fairly extensive questionnaire geared to SSJ for 'tweaking'.*
4. Questionnaire issued – collated.
5. Consultation feedback event with results from 4 above.
6. First draft Plan produced with options.
7. An exhibition for draft plan to get feedback from residents.
8. Incorporating any points raised the Plan is now written.
9. 6 week period for residents to comment on the plan. – *All comments must be recorded with actions taken noted.*
10. Complete the Plan with any amendments.
11. Send Plan with any backing schedules/information to Basingstoke & Deane Borough Council.
12. Borough Council will check plan to ensure it complies with all statutory requirements of the Borough, Government and environmental agencies & any other required bodies.
13. The Borough Council now publish the Plan for 6 weeks.
14. The Plan, with any comments received, is now sent to the Examiner.

Sue Jobbins reviewed what needs to be done immediately.

1. Appoint the Steering Committee.
2. Appoint a Chairman.
3. Write a Governance Statement which is essential to demonstrate the transparency of the whole procedure.

To be included in statement: who is in the group, who is the Chair, recording of minutes of all meetings, the aims of the procedure e.g. to keep open spaces, enhance village amenities, ensure a vibrant range of ages in the population etc.

Sue Jobbins will see if Alton will allow her to send a copy of their Governance Statement for SSJ to amend and use.

4. Gather the Evidence Base: Housing needs, constraints, mapping, natural habitats in area, and BDBC's plans for the Borough etc. Alex Munro has already been working on this – *need to contact him & review what has already been gathered.*
5. Arrange first meeting to review Launch information.
6. Ensure website has a dedicated page – with regular updates posted re meetings etc. Cllr Tomlinson will look into this area and report back. Page needs the Governance Statement once written and a resume of the people involved in the Steering Committee. –*Urgent.*

Sue Jobbins suggested looking at Broughton Asley website which was excellent for ideas.

After discussion the following people will initially form the central Steering Committee:

Julian Crawley – Chair (?)

Julie Crawley (?)

Barbara Irving (?)

Richard Morgan (Parish Council representative)

Linda Agnew (Parish Council representative)

Mike Harrison
Harold Hatt

Subsidiary members who will support the central group:

Natasha Rougier
Jayne Tomlinson
Julie Crawley (?)
Barbara Irving (?)

Actions:

Items to be sent by e mail to everyone at the Meeting:	Sent by Clerk
The Brief issued 8.2.2014	X
Copies of the Launch posters	X
Ideas for prompting consultation	X
Register of attendees at the Launch	X
Volunteer Lists	X
Collated comments made at Launch	X
Sherborne St John Interest Groups list	X
Draft Questionnaire (Shaping Communities)	X
Consultation & Engagement Strategy Report 27.9.13	X
Consultation Timeline 4.12.13	X
SSJ Project Plan Dec 2013	X
General Consultation Log sheet	X
SSJ Constraints Maps	X
Copy of SSJ Parish Area for NP	X
Parish Maps	X
Project Plan (Maroon Planning)	X
Information on Syd Abraham & Alex Munro meeting with BDBC	

NB

Until further notice can everyone ensure if they add any information to any of the spreadsheets sent they also send it to the Clerk so that a central copy of up to date information is maintained.

Since meeting the first Steering group Meeting has been called for Thursday 6th Feb 6.00p.m.