

NP Doc Ref SSJ 33.02.04

Minutes of the Neighbourhood Plan Steering Committee
Held at the Old Post Office, 13 Kiln Road Sherborne St John
6th March 2014 at 6.00p.m.

Present:

Julian Crawley	John Edwards	Harold Hatt	Julie Crawley
Cllr Sydney Abraham	Mike Harrison	Cllr Richard Morgan	Penny Mayo (Clerk)

Apologies:

Apologies were received from Linda Agnew and Natasha Rougier.

A draft agenda had been circulated by Julian Crawley to aid the structure for the first meeting.

1.14 The Steering Committee

The Committee members were agreed as:

Julian Crawley, Richard Morgan, Mike Harrison, Harold Hatt and Linda Agnew.

A support group was identified as:

Julie Crawley, Tasha Rougier, Jayne Tomlinson, Shelley Moore, John Edwards and Syd Abraham.

These people will assist the Committee members with specific areas at need.

Cllrs Abraham/Morgan proposed Julian Crawley as Chairman, seconded by Mike Harrison. The motion was carried unanimously by the Committee members present.

2.14 Meeting Protocol/Reporting/Governance & Terms of Reference

Julian Crawley had written a draft Governance statement. This will be posted on the website and amended if necessary after the Committee have reviewed the document. **ALL**

The Neighbourhood Plan Administrator will send the minutes of all meetings to Julian Crawley prior to issue to members. **PM**

3.14 8th February 2014 Launch

The results of the launch need to be advertised as soon as possible on the website and Villager. **RM**
Consultation document also needs to be completed recording the results and actions to be taken re the Launch. **RM**

4. Evidence Gathering/Statutory Consultation

The Committee need to ensure sufficient evidence is researched and collated in order to demonstrate 'due diligence' when the final plan is submitted to BDBC and the Inspector.

a. Some sources of evidence have been identified as available via BDBC & HCC. However there are many other sources which also need to be researched. Mike Harrison agreed to carry out an initial investigation to assess what is required and available. Penny Mayo will send e mail information already supplied by the Consultant Alex Munro and Joanne Brombley, BDBC. Mike Harrison can then contact them direct to get further details. **PM/MH**

b. Local Groups/Clubs

A Consultation document, taken from the questionnaire when finalised, needs to be developed relevant to local clubs and groups. Tasha Rougier will be asked to assist in development of Consultation documents and organisation of people to visit groups to gather the necessary information.

NR

c. Older People/Youth/Local Businesses

These also need consultation documents (*see above re NR*) in line with the finalised questionnaire relevant to their requirements. When these are available visits to appropriate places – the monthly coffee morning, the Grange Nursing Home, local business etc - will be arranged. It is hoped that Shelley Moore, Barbara Irving and Harold Hatt will be able to organise the collection of this information. Penny Mayo will send them the spreadsheet identifying local interest groups for their use as soon as they have been asked.

NR/JC/PM

NB Chairman to contact these people where necessary to request their help when consultation documents are ready.

5.14 Questionnaire

a. There is a need to review the results from the launch and ensure they are incorporated in the questionnaire. The questionnaire may need rationalisation and review to ensure it is 'fit for purpose' for Sherborne St John while still demonstrating 'due diligence' for the Inspector and to ensure it covers all statutory requirements. Richard Morgan agreed to carry out a review and contact Sue Jobbins with any amendments and to ensure that the questionnaire layout will be appropriate for the use of use of SNAP.

RM/JulieC

Penny has already been in touch with BDBC to use their licence for SNAP with the completed questionnaires and will visit BDBC to discuss SSJ needs.

PM

b. After discussion it was agreed that when ready the questionnaire will be available via the website electronically and 2 copies will be delivered to each household in the Parish probably with the Villager (George Rust). Collection points or a collection team will be finalised later. Yet to be decided was whether an envelope would also be provided for the return of completed questionnaires. John Edwards and Shelley Moore will liaise with Julie Crawley over options

JulieC

c. Penny Mayo will investigate the costs –printing, paper, envelopes – for the questionnaires.

PM

It was undecided when the Questionnaire will be issued to residents.

6.14 Housing Needs Survey/Action

While housing is covered in the questionnaire there may be a need for a separate specific housing needs survey. BDBC may already have this evidence and need to be contacted to ascertain exactly what housing information they can provide to the Committee. The Committee felt that Linda Agnew would be the right person to gather this information.

LA

7.14 Call for Sites/Sustainability Appraisal

The final plan needs to demonstrate the Committee has given adequate consideration to developers investigating potential sites within the Parish. This aspect will initially be the responsibility of Julian Crawley and Richard Morgan who will report to the Committee.

JC/RM

Penny will forward e mails already received from one developer re a site on Cranes Road.

PM

8.14 Reporting/Community Involvement

a. Jayne Tomlinson has already agreed to liaise with Graham Crook about setting up a dedicated page on the SSJ website for the Neighbourhood Plan. As soon as this is available the minutes of the Steering Committee meetings, governance statement, questionnaire and any other updates on the plan will be posted on a regular basis. **JT/GC**

b. A need was identified for an electronic option (Google or iCloud) to be available to all Committee members with up to date information. Jayne Tomlinson will be asked to contact Graham Crook to look into options. **JT**

c. The Villager. Julie Crawley will be the liaison for any items and reports which need to be put in the local parish magazine. **JulieC**

d. While a meeting schedule will be advertised on the SSJ website page it was agreed that meetings would not be open to the general public.

9.14 Future Meetings:

3 rd April 2014	1 st May 2014	26 th June 2014
21 st August 2014	18 th September 2014	

Review of Actions:

Review launch results/questionnaire	Richard Morgan /Julie Crawley
Evidence Gathering	Mike Harrison
Housing Needs Survey	Linda Agnew
Community/Youth/Clubs etc	Tasha Rougier/Barbara Irving/Julie Crawley
Reporting	Julian Crawley/Penny Mayo/Julie Crawley
Website	Jayne Tomlinson
Businesses	Harold Hatt