

Sturminster Marshall Neighbourhood Plan

7.30pm Wednesday, 20th May 2020

On Zoom

Steering Group Minutes

Present: Mr J Quick, Mr R Daniels, Cllr S Gerry, Cllr S Cade, Cllr Palmer, Cllr Steel, Mr S Morris and Cllr J Jackson

Mrs A Clothier (Clerk)

1. Apologies

1.1 Cllr H Fookes and Ms Scotton gave their apologies.

2. Declaration of Interests

2.1 No changes.

3. Minutes of previous meeting

3.1 The minutes of the previous meeting on 23rd April 2020 were circulated prior to the meeting. These were agreed.

3.2 Matters arising:

*Action 1: Mr Quick to speak to Mr Morris about remaining on the Steering Group – **complete and Mr Morris remains on the group***

*Action 2: Clerk to circulate latest Locality guidance - **complete***

*Action 3: Clerk to ask Mrs Martin for the Call for Sites evidence – **complete – the data will be available in mid June***

*Action 4: Cllr Cade to compile list of local landowners - **complete***

*Action 5: Housing group to put together a Call for Sites - **ongoing***

*Action 6: Ms Witherden to establish cost of producing household questionnaire – **Jo Witherden sent a quote through which was £353 for 500 questionnaires.***

*Action 7: Cllr Gerry to draft household questionnaire – **first draft complete***

*Action 8: Clerk to access business rates data – **complete but needs editing***

*Action 9: Ms Witherden to send through two examples of SEA scoping reports – **complete – RD has contacted Mr Rendle and it is prepared to help with the report.***

*Action 10: Environment Group to look at the Stour Valley Park in detail – **complete – there is nothing in the document that would conflict with the Neighbourhood Plan.***

*Action 11: Infrastructure group to work on a community service providers survey - **ongoing***

*Action 12: Ms Witherden to send estimation of work and Clerk to start grant application - **ongoing. The basic grant is £9000 which will not cover the whole cost. There are additional costs to Jo Witherden's quote such as printing and postage and mapping. Cllr Gerry would be able to help with the diagrams and charts.***

4. Evidence gathering and sources of information

HOUSEHOLD QUESTIONNAIRE

4.1 There is a need to think about how this will be published. Every single household will get a questionnaire and posters will be put up around the Parish. There are also 10 Facebook groups within the village that it could be promoted through. Postage of the questionnaires were discussed and this would be a great cost so it would be better to hand deliver. It was suggested that the group invest in some more banners to put on the main roads to ask people to go online and fill in the questionnaire.

4.2 The questionnaire is too long at present and needs to be simpler and on fewer pages. It was suggested that a smaller group get together at a different time to streamline the questionnaire. It is very important to think about what the Neighbourhood Plan wants to achieve and make sure this can be linked back to the questionnaire.

Action 1: Cllr Cade, Cllr Palmer, Cllr Gerry and Cllr Jackson to meet and simplify the questionnaire.

4.3 Survey monkey was discussed and Cllr Gerry was tasked with investigating what could be achieved on the free account.

Action 2: Cllr Gerry to look at free Survey Monkey account capabilities.

4.4 The questionnaires could be dropped off in the Co-Op and the NISA as well as Almer Church. The public would be given 3 weeks to complete the survey and media outlets would be used within this time to remind people to fill them in.

Action 3: Mr Quick to look at costs of promotional banners

4.5 It was questioned what was to stop people filling in multiple questionnaires to promote a particular point. The IP address can be checked for online questionnaires.

Action 4: Mr Quick and Cllr Gerry to look at PR strategy.

BUSINESS QUESTIONNAIRE

- 4.6 It was acknowledged that now was not a good time to send out a business questionnaire.

Action 5: Mr Quick to speak to Jo Witherden about the business questionnaire

Action 6: Clerk, Cllr Palmer and Cllr Cade to work through list of businesses.

COMMUNITY GROUPS QUESTIONNAIRE

- 4.7 This was discussed and it was concluded that a letter to the community groups might be a better way forwards to ask what their aspirations were and what facilities they needed. There are other groups that need to be consulted e.g. young people.

CALL FOR SITES

- 4.8 Jo Witherden has confirmed that the group need to give everyone an opportunity to respond to the call for sites. Dorset Council advertised widely and wrote to everyone on their database. There are many land owners in the Parish. The Parish Council would not have a size limit on sites that could be submitted. It was concluded that the group would wait to the 2020 SHLAA results were published in June.

5. SEA Update

- 5.1 Mr Daniels had spoken to Mr Rendle at Dorset Council and he can help with the SEA. A certain amount of information is needed such as the current environment and where the sources of information are. Need to look at flood zones, built environment, green spaces etc. Need to establish what impact the policies proposed will have on the environment. The next step is to determine whether we need a full assessment – Mr Rendle will help with this. The timescale will run alongside the plan.

Action 7: Mr Daniels to keep Mr Rendle updated with the progress on the Plan.

6. Next Grant Application

- 6.1 Jo Witherden has produced a budget for this year which comes to £9,754 against a remaining basic grant of below £8,500. There are extra funding sources but the group need advice on how to access these. Mr Quick to prepare a spreadsheet of the various stages of the project plan and the costs associated with them.

Action 8: Clerk to contact Locality to get advice on submitting the grant

Action 9: Mr Quick to prepare a spreadsheet on the costs of the project.

10. Date of next meeting

Before the end of June depending on grant application.