

# Sturminster Marshall Neighbourhood Plan

7.30pm Tuesday, 1<sup>st</sup> September 2020

Zoom Meeting

## Steering Group Minutes

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

Also present: Mrs A Clothier (Clerk)

### 1. Apologies

1.1 Ms J Scotton gave her apologies.

### 2. Declaration of Interests

2.1 No changes.

### 3. Minutes of previous meeting

3.1 The minutes of the previous meeting on 11<sup>th</sup> August 2020 were circulated prior to the meeting. These were agreed.

3.2 Matters arising:

*Action 1: Clerk to write to major employment landowners in the Parish **Ongoing. There is a need to capture those not on industrial estates.***

*Action 2: Clerk, Cllr Palmer and Cllr Cade to work through list of businesses. **Ongoing***

*Action 3: Cllr Gerry to place reminders about the closing date on local Social media sites. **Complete***

*Action 4: Mr Quick & Cllr Cade to arrange A4 notices to be printed, laminated and displayed on all notice boards in the Parish. **Complete***

*Action 5: Mr Quick to check previous correspondence for evidence of draft business survey and circulate it. **Complete***

*Action 6: Cllr Cade to circulate draft list of businesses in our Parish **Covered under Action 1***

*Action 7: Ms Witherden to provide community groups survey example. **Ongoing***

*Action 8: Mr Quick to create list of “community groups”. Cllr Gerry has a list of all groups that use the Old School and Memorial Hall. Ongoing*

*Action 9: Mr Daniels to forward report SEA Screening report to Ms Witherden. Complete*

*Action 10: Project Plan (Programme) – Ms Witherden to update Plan. Complete*

#### 4 Household Questionnaire – Collation of responses and outputs

4.1 There have been a total of 318 questionnaires received which is a 41% response rate and is a positive result. Two questionnaires have been received late but the group agreed that they would accept the late submissions. A possible issue was raised that some people had not ticked the consent box at the beginning of the questionnaire. Ms Witherden commented that their data can still be used but any data (e.g. postcode and age profile) that might identify them would need to be taken out. The GDPR regulations control how we hold the data and this would need to be taken into account before saving the data on computers. Could summarise postcodes into areas.

4.2 Although there were some inconsistencies with how the questions were answered there were no spoilt papers. Some responses are still to be put in but this will be done as soon as possible. There is further work to be done to summarise open ended answers and look at geography/age based responses. There is a need to make sure that voices are not lost e.g. of working families. In terms of the open ended responses it was suggested that these are split into the 5 topic areas and given to the relevant teams to interpret. Cllr Gerry to write an instruction paper on how to use filters. Ms Witherden to send master sheet to Cllr Gerry and Mr Quick once all the answers have been input.

**Action 1: Cllr Gerry to split up answers and write instructions on how to use filters**

4.3 It was agreed that a statement be put on social media to say over 310 responses had been submitted which has been a very good response.

**Action 2: Cllr Gerry to post a notice on social media regarding response rate.**

#### 5. Business Survey

5.1 A draft of the business survey was circulated before the meeting. The group thought that the draft was good and a number of suggestions were made:

- Need to provide an explanation or map of the extent of the Parish as this might not be widely known.
- There needs to be a question about the impact of Covid-19 – this could be phrased by asking about a change of premise requirements – increasing home working, smaller offices, industrial units etc. What is the change in demand?
- It was thought that 15 years was too far ahead for businesses to plan – 5-10 years would be better.
- The privacy information should be left out and enter a statement that says by submitting the data you give consent.
- Information on size of units is useful as is visitor numbers.
- An online tick box needs to be added to the area question.

- 5.2 The distribution of the survey was discussed. It was concluded that an A5 flyer would be produced and that the survey would be on Survey Monkey.

**Action 3: Mr Quick to produce flyer.**

## 6. Community Groups Survey.

- 6.1 Ms Witherden circulated a community facility survey. The aims of the survey were discussed and it was to capture land use needs such as astro turf pitches, bowling greens etc. Clerk to draft some questions. The distribution list will include the school and preschool.

**Action 4: Clerk to produce community groups questions.**

## 7. Call for Sites.

- 7.1 The Dorset Council Call for Sites publication date has been delayed to the end of September and the Options Consultation to January 2021. A call for sites template was circulated. The benefit of a Neighbourhood Plan level Call for Sites is that it captures smaller sites and more local landowners so can come up with some better options. Advertising was discussed and a combination of writing to local landowners and land agents as well as the Parish Magazines would be the best way forward. The deadline for the Bridge magazine is the 15<sup>th</sup> of the month. It was concluded that this could be ready for the 15<sup>th</sup> October for a consultation period in November.

**Action 5: Clerk to apply for Site Assessment funding**

## 8. Housing Needs Assessment

- 8.1 Housing Needs Assessment - AECOM report due in 3 weeks.

## 9. Planning Reforms

- 9.1 To be considered at the next meeting, after the Parish Council has had the opportunity to discuss.

## 10. Date of next meeting

22<sup>nd</sup> September at 7.30pm

The meeting ended at 9.30pm