

Sturminster Marshall Neighbourhood Plan

7.30pm Wednesday, 2nd July 2020

On Zoom

Steering Group Minutes

Present: Mr J Quick, Ms Scotton 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 Mr R Daniels 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 20th May 2020 were circulated prior to the meeting. These were agreed.

3.2 Matters arising:

*Action 1: Cllr Cade, Cllr Palmer, Cllr Gerry and Cllr Jackson to meet and simplify the questionnaire. **Complete – Mr Daniels has also fed into the questionnaire in the Environment section.***

*Action 2: Cllr Gerry to look at free Survey Monkey account capabilities. **Complete – the free service would not allow the number of questions required. Joanne Witherden will host and the costs will be to input the data.***

*Action 3: Mr Quick to look at costs of promotional banners. **Complete – Ashley printing will charge around £40 for a banner.***

*Action 4: Mr Quick and Cllr Gerry to look at PR strategy. **Complete – Cllr Gerry has posted on the Memorial Hall Facebook, Sturminster Marshall News and Views and has emailed the***

WI and the School Society. A note has been put in the Bridge which has been hand delivered this month.

Action 5: Mr Quick to speak to Jo Witherden about the business questionnaire. This is delayed as it needs careful consideration. In the household questionnaire there is a hyperlink to the business survey which would need to be replaced by a note to say that they would shortly receive a questionnaire. It was agreed that the major businesses should be contacted to ask how many businesses rent from them and whether they have any useful information about enquiries/turnover.

Action 1: Clerk to write to major employment land owners in the Parish

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

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

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

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

4. Update on Grant

- 4.1 A grant for £9980 was applied for and this has been approved and received. The Housing Needs Assessment has also been approved and there is a Teams interview next week with AECOM to discuss this. This was discussed and it was agreed that the Clerk, Cllr Cade, Cllr Gerry and Ms Scotton will attend. The group would like to establish quantity, tenure and type of housing as well as the split between affordable and market. There is also the opportunity to apply for more technical support such as the Call for Sites support package.

5. Evidence gathering and sources of information

HOUSEHOLD QUESTIONNAIRE

- 4.1 The draft of the household questionnaire and covering letter was discussed in detail. The covering note was agreed and people would be given 2-3 weeks to complete.
- 4.2 It was agreed that the questionnaire would be printed out at A4 and put into an A5 envelope. This envelope would also be used to return the questionnaire. There will be four return points: Co-Op, NISA, Almer Farm and Lytchett Motors. People would also be encouraged to fill the questionnaire in on line. Cardboard post boxes would be located at these points for people to return the questionnaires.
- 4.3 The Household questionnaire was run through in detail. Mr Quick to make the suggested changes to the questionnaire which included:
- A bolder heading of Important Questionnaire and the NP logo at the top of the front sheet.
 - Question 15 to be reworded to include the numbers from the Local Plan
 - Question 16 to be reworded to include options on infill (gardens), greenbelt or development in hamlets.
 - Question 21 to include 'elsewhere in the Parish'.
 - Question 30 to include mention of smart lighting

- Question 33 to include Play Area and Churchill Arms
- Question 35 to be changed to take out the options.
- Question 36 to look at walks or views that can also be created or reinstated
- Question 37 – JW to provide characteristics from Landscape Character Assessment.
- Question 39 to be removed.
- Question 40 to be removed.
- Questions for younger resident (16 and under).
- It was agreed that a question should be added on Community Renewable Energy Scheme and Ms Witherden to send through an example of these questions

Action 2: Ms Witherden to send Landscape Character Assessment for Sturminster Marshall and example Renewable Energy questions.

Action 3: Mr Quick to make changes to Household Questionnaire.

All other matters were deferred to the next meeting.

10. [Date of next meeting](#)

Week beginning 6th July to discuss progress on household questionnaire.

Meeting closed at 21.37.