

Sturminster Marshall Neighbourhood Plan

7.30pm Thursday, 12th November 2020

Zoom Meeting

Steering Group Minutes

Present: Mr J Quick, Cllr S Cade, Cllr Palmer; Cllr Fookes, Cllr Gerry, Cllr J Jackson. Mr S Morris, Ms J Scotton and Mr R Daniels

Also present: Mrs A Clothier (Clerk), Ms J Witherden

1. Apologies

- 1.1 Cllr Steel 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 8th October 2020 were circulated prior to the meeting. These were approved.

3.2 Matters arising:

Action 1: Housing and Community survey analysis to be completed – to be discussed below

*Action 2: Ms Witherden to circulate examples of household questionnaire summary documents - **Complete***

*Action 3: Produce business survey flyer for circulation - **Complete***

*Action 4: Leaflets to be printed out and distributed (Clerk and Mr Quick) - **Complete***

*Action 5: Cllr Gerry to circulate business survey flyer on social media - **Complete***

*Action 5: Community questionnaire emailed to all groups - **Complete***

*Action 6: Send out and advertise Call for Sites - **Complete***

*Action 7: Ms Witherden to look at Housing Needs Assessment - **Complete***

4 Household Questionnaire – Collation of responses and outputs

- 4.1 The draft of the breakdown of responses is now complete. Some questions are causing issues, for example Employment. It was proposed that the data schedules are placed on the Council Website until a final report is produced. The comments for Environment will be put in bullet points to match the rest of the document. It is identified that three questions were

missing (24,25,26) and Cllr Gerry will add these in. It was noted that some sections had almost a complete set of information.

- 4.2 It was agreed that the results would be advertised on social media, noticeboards, and The Bridge. The Clerks number would be advertised for those who can not access the internet and would like a paper copy.
- 4.3 The final report was discussed and it was concluded that the group would write this, with Ms Witherden advising. Cllr Gerry would look at the graphics to make the document more interesting.

5. Business Survey

- 5.1 The deadline for completing the survey has passed and there have been 7 responses. It was noted that this is a difficult time for businesses and this may not have been a priority. It was suggested that the group ask Birchmere how many people are renting units. Ms Witherden to send information across but this cannot be used as evidence as the numbers are too small.

6. Community Groups Survey.

- 6.1 The survey has been emailed out to known community groups and 8 responses have been received from 30 emailed. Clerk to reissue the email reminding people to respond. It was noted that the school and preschool have not been consulted and may need a different survey.

Action 1: Clerk to reissue Community facilities survey

7. Call for Sites.

- 7.1 6 responses to the survey have been received so far. Cllr Gerry to put a reminder on social media. The group discussed whether the advertising had been effective but it was concluded that everything had possible had been done. It was suggested that the group look at the popular sites suggested in the household survey and contact those landowners to see if those sites have been submitted.

Action 2: Cllr Gerry to readvertise call for sites on Social Media

Action 3: Clerk, Mr Quick and Cllr Cade to look at sites suggested in the household survey.

8. Housing Needs Assessment

- 8.1 Ms Witherden sent through comments on the Housing Needs Assessment and these have been passed to AE Comm. Evidence on planning permissions to be passed to the consultants.

9. AE Comm Site Assessments

- 9.1 All of the sites submitted to Dorset Council's Call for Sites as well as the Neighbourhood Plan Call for Sites will be assessed after the end of November. It was questioned whether the group could work with Dorset Council on the rejected sites but it was concluded that it was important to have the evidence that the AE Comm assessment would provide in order to do this. Dorset Council's option consultation will be in January and the report to Cabinet will be available from the beginning of December. The group will invite Mrs Martin from Dorset Council to meet with them at the beginning of December to talk about the site options.

Action 4: Clerk to arrange meeting with Mrs Martin at the beginning of December.

- 9.2 The group would like to marry up the timing of the consultation to meet with Dorset Council's consultation but this might not be practical. It was suggested that the Dorset Councillor for the area be brought up to the speed with the Neighbourhood Plan.

10. [Local Greenspace Assessment](#)

- 10.1 In order to commence this assessment it is necessary to put the Environment group suggested sites into a template. Ms Witherden will then send out instructions on how to use it. The group need to come to an agreement on why the sites are important.

Action 5: Ms Witherden to send out LGA template

- 10.2 Other evidence base studies were discussed including the footpath/cycleways study which Ms Witherden will look into based on the results of the household questionnaire. The SEA scoping would be done by AE Comm and the Clerk to apply for this technical package

Action 6: Clerk to apply for SEA technical package

10. [Date of next meeting](#)

Thursday, 10th December 2020 at 7.30pm

The meeting ended at 9.07pm