

Sturminster Marshall Neighbourhood Plan

7.30pm Thursday 23rd February 2023

On Zoom

Steering Group Minutes

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

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

1. Apologies

- 1.1 Cllr Jackson gave her apologies, and these were accepted by the committee.

2. Declaration of Interests

- 2.1 No changes.

3. Minutes of previous meeting

- 3.1 The minutes of the previous meeting on 13th December were circulated prior to the meeting. These were approved.

Action 1: RD to look for photographs for the report - complete

4. AECOM – Master Planning and Design Codes

- 4.1 The second draft of the document was circulated in December. Responses from the group have been circulated and Mr Quick will coordinate a response. It was felt that the document contained a lot of information that was not specific to the Parish and this may mean that it is not read. Churchill Close was raised and it was felt that the section on this should be more restrictive – only allowing replacement dwellings and retention of large back gardens. Henbury also needs to be looked at as the description is not accurate. There was a query on the future of the gravel pits and what the restoration plan would be.

Action 1: JQ to coordinate a response to the AECOM draft

Action 2: Clerk to request restoration plan for the Henbury gravel pits

5. Plan Drafting

- 5.1 A first draft of the plan has been pulled together but this needs updating and the introduction rewritten. The Rights of Way section will need to be cut back and the Design section is missing. A monitoring section will also need to be added. The next step for the plan is for JW to edit it and then it can be sent to the SEA team. JW will also add the design section. JQ and the Clerk will meet to decide on what maps will need to go into the document.

Action 3: JQ and RD to send new introduction and Employment/Traffic/ROW sections to Clerk by 3rd March

Action 4: JQ and Clerk to meet regarding mapping on 7th March

Action 5: Clerk to produce a new draft of the plan for JW by 8th March

Action 6: JW to edit plan and add Design section by 14th March.

Action 7: RD to send complete plan to SEA team mid March.

- 5.2 The Appendices and Supporting Documents can also be worked on and the group will need to produce a consultation report and basic conditions statement.
- 5.3 The format was discussed as it was concluded that the document would be easier to read with one column of writing. There will need to be a note in the document to say that it will be revised once the Local Plan allocations are made.
- 5.4 The Neighbourhood Plan will need to be approved by Parish Council before the consultation period starts. The Parish Council meeting on the 6th April would be too soon to have a completed document so it was suggested that a special meeting would be held on Thursday, 27th April to approve the document.

6. Consultation Planning

- 6.1 Based on the timetable above, the consultation period would start in mid May and end in June. It will need to be no less than 6 weeks. Statutory consultees will have to be contacted and JW will inform the group of these. The publicity will need to go out before Day 1 of the consultation.
- 6.2 The Parish Council have a stall at the Church fair (3rd June) which can be used to display information. A drop in session will also need to be held within the consultation period. A survey will accompany the Neighbourhood Plan. An article will be written for the May edition of the Bridge magazine.

7. NPPF Response

- 7.1 This has been completed with an accompanying email to request that future surveys are more accessible in content for local councils.

8. Date of next meeting

Neighbourhood Plan Working Group: Either Thursday, 23rd March or Wednesday 29th March

The meeting ended at 9.01pm