

# Sturminster Marshall Neighbourhood Plan

7.30pm Tuesday, 28<sup>th</sup> November 2023

On Zoom

## Steering Group Minutes

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

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

### 1. Apologies

1.1 There were no apologies.

### 2. Declaration of Interests

2.1 No changes.

### 3. Minutes of previous meeting and matters arising

3.1 The minutes of the previous meeting on 7<sup>th</sup> November 2023 were circulated prior to the meeting. These were approved.

Matters arising

1. JQ and Clerk to meet and finalise the Consultation Report - *complete*
2. RD to add information regarding viewpoints and where the landmarks can be viewed from for Examination – *ongoing. This was in response to the IPE comment that felt that the policy was not specific enough on the exact views to be protected. JW to change the policy to refer to the supporting text. All were in agreement for this change to be made.*
3. JW and Clerk to investigate Conservation Area map – *ongoing. JW to create map.*
4. JQ to write a statement for the website/social media to reflect position on sports pitches - *complete. MS to publish on Facebook.*
5. JQ, RD and Clerk to form one table to send to JW of the residents' responses -*complete*
6. Clerk to check with Philip Reece that the Plan will be able to be considered before purdah *complete. The Plan will be consulted on in January and February.*
7. RD to check status of the SEA/HRA with AECOM – *complete.*

### 4. Consultation Responses and Report

4.1 The report was placed on Google Drive in advance of the meeting. The Consultation Report was discussed and some minor typos and formatting issues were corrected. The Jubilee Cross BUA map was discussed and a version was selected that showed the built up area including the promoted sites. Any affordable housing development would be small scale in this location.

4.2 It was suggested that the Group ask a member of the community to proof read the documents

**Action: HF to ask for a volunteer for proof reading.**

4.3. The Consultation Report was recommended for approval by the Parish Council.

## 5. Basic Conditions Statement

5.1 The report was placed on Google Drive in advance of the meeting. The draft document was discussed and some minor spelling and grammatical corrections were made. JW had added in text about the HRA and SEA.

5.2 The Basic Conditions Statement was recommended for approval by the Parish Council.

## 6. Submission Draft Neighbourhood Plan

6.1 The Draft Plan was placed on Google Drive in advance of the meeting. The maps that need to be added or amended are:

- Conservation/Listed Building/LIB maps
- Map 10 – include Charborough Park
- Map 14 add quiet roads

6.2 It was noted that the Foreword and Appendix 2 need to be updated.

**Action: JW to update the Plan with the maps and update Appendix 2.**

**Action: HP to rewrite Foreword**

6.3 In preparation for Parish Council it was decided that a one page summary of the changes to the Plan from the submission version should be written to ensure that Councillors were clear what the changes were.

**Action: Clerk and JQ to write summary of changes**

6.4 The Regulation 16 Submission Draft Neighbourhood Plan was recommended for approval by the Parish Council.

6.5 The Group queried what needed to be submitted to Dorset Council and it was confirmed that this was:

- Draft Neighbourhood Plan
- Consultation Report
- Basic Conditions Statement
- SEA
- HRA
- Clear links to the supporting documents on the website i.e. Housing Needs Assessment, Site Options Assessment, Household Survey, Design Report.

The email to Philip Reese will make it clear that the Neighbourhood Plan has been officially approved by the Parish Council.

## 8. SEA/HRA

8.1 These documents are complete and ready for submission. The SEA/HRA were recommended for approval by the Parish Council.

## 7. Next Steps

The Plan is likely to be consulted on between 12<sup>th</sup> January and 23<sup>rd</sup> February 2024. The next meeting will be in January when the Group will agree the appointment of an Examiner. Over the period of March/April/May the Group will need to respond to the Examiners questions. It was recommended that the Parish Council delegate responsibility for these responses to the Neighbourhood Plan Steering Group.

A thank you was given to all involved in the Plan to get it to these stage – in particular to John Quick for Chairing the Group for the past 4 years.

The meeting closed at 21.00