

Sturminster Marshall Neighbourhood Plan

7.30pm, Monday 8th April, 2019
Memorial Hall, Sturminster Marshall

Steering Group Minutes

Present: Cllr M Steel, Cllr J Jackson, Cllr H Palmer, Cllr H Fookes, Cllr S Cade, Mr J Quick, Mr R Daniels, Ms J Scotton, Mr S Morris, Mrs A Clothier (Clerk)

Apologies: Cllr S Gerry

1. Welcome and Introductions

- 1.1 Cllr Palmer welcomed everyone to the meeting and there was a brief discussion on the Local Plan process and how it was important that the community are involved in the planning process.

2. Election of Chair/Vice-Chair

- 2.1 Mr John Quick was elected to the role of Chair with Mr Roger Daniels as Vice-Chair.

3. Declaration of Interests

- 3.1 It was outlined how important it was to be open and transparent about pecuniary interests and for this reason all members of the Steering Group would be asked to fill in a Declaration of Interests form.

Action 1: Clerk to send round declaration of interest forms to Steering Group

4. Minutes of previous meeting

- 4.1 The minutes of the previous meeting were circulated prior to the meeting. These were agreed.

5. Report on progress of Neighbourhood Plan designation application

- 5.1 The Clerk has submitted a request to East Dorset District Council (now Dorset Council) to prepare a Neighbourhood Plan alongside a map showing the whole Parish to be included within the Neighbourhood Plan. It was concluded that a separate letter should be sent to

Dorset Council to ensure that this is not lost in the LGR process. This submission will then have a consultation period of its own.

Action 2: Clerk to send letter to Dorset Council submitting a Neighbourhood Plan designation application

6. Website/Social Media

6.1 The Clerk had set up a page on the Parish Council website to use for communication about the Neighbourhood Plan. Cllr Gerry to be asked about setting up a Facebook page for the Neighbourhood Plan. For communications within the Steering Group, emails will be used.

Action 3: Cllr Gerry to look at setting up a Facebook Group for Neighbourhood Plan.

7. Steering Group – strengths and weaknesses

7.1 Each member of the group ran through their strengths as outlined below:

- Cllr Palmer - Local knowledge, logical and lateral thinking, communication, Chair of Parish Council
- Mrs Clothier – Clerk to the Parish Council, administration skills, qualified town planner
- Cllr Steel – Links with youth club and local school, local knowledge
- Cllr Jackson – business and land law, finance, book keeping, interest in process, communications
- Cllr Fookes – link with the Lytchett Matravers part of the Parish, communications skills, flood warden, interest in process
- Mr Quick – local knowledge, Civil Engineer, project management, knowledge of utilities
- Mr Daniels – Ecologist, involvement in Parish Plan, collating information and producing reports
- Ms Scotton – public administration, public law, research, questionnaires, links with young people
- Mr Morris – mechanical engineer, links with school, sales. Is an adjoining land owner to one of the Local Plan sites.
- Cllr Cade – local knowledge, Chair of Parish Council Planning committee, links with Parish Plan and school.

8. Project Plan and next steps.

8.1 The Locality Neighbourhood Plan Project Plan was circulated and it was concluded that this would be a sensible plan to follow. Early engagement is key – the Church fete is on the 1st June but this may be too early to put something together. Need to target particular groups such as the school. Need to make sure that the businesses on the Industrial Estate are engaged.

8.2 It is important to find out what information is available from Dorset Council and how we can access this.

Action 3: Clerk to ask a representative from Dorset Council to come to speak to the Steering Group.

- 8.3 Future meetings for the Steering Group will not be open to the public as there will be plenty of opportunities for the public to be engaged throughout the process. Working Groups will be set up on specific topics and these can include people outside of the steering group.
- 8.4 It was concluded that the Parish Plan was a good document to start with and this would be circulated to the group alongside a copy of the National Planning Policy Framework to provide the planning context. The statistics available on Sturminster Marshall will also be sent round.

Action 4: Clerk to circulate Parish Plan, NPPF and local demographic statistics