

Sturminster Marshall Neighbourhood Plan

7pm Monday 2nd September, 2019
Memorial Hall, Sturminster Marshall

Steering Group Minutes

Present: Mr J Quick, Mr R Daniels, Mr S Morris, Cllr S Gerry, Cllr J Jackson, Cllr S Cade, Cllr H Fookes, Mrs A Clothier (Clerk)

1. Apologies

1.1 There were apologies from Cllr Jackson

2. Declaration of Interests

2.1 There were no changes

3. Minutes of previous meeting

3.1 The minutes of the previous meeting on 15th July 2019 were circulated prior to the meeting. These were agreed.

3.2 Matters arising:

- *Action 8 (July): Clerk to obtain EA flood map **Clerk to print out one A3 map of Sturminster Marshall village and A4 maps of Almer, Henbury and Jubilee Cross.***
- *Action 9 (July): Clerk to ask Dorset Council for 2 large scale maps of the Parish – to include Parish Boundary, Greenbelt, Conservation Area and Flood Plain. **This has been requested from DC***
- *Action 1: Cllr Gerry to upload discussion points to Facebook and look at wording for the video. **Complete***
- *Action 2: Clerk to put Neighbourhood Plan budget on Parish Council agenda **Complete***
- *Action 3: Mr Daniels to amend leaflet and Mr Quick to recirculate. **Complete***
- *Action 4: Clerk to prepare Local Plan display boards **Complete***
- *Action 5: Steering Group to think about content of their boards. **Ongoing***

4. Website/Social Media

4.1 The discussion points have been uploaded to Facebook but there have been few comments at present. The group explored whether they could be presented differently but it was concluded that it was best for the comments to remain separate. It was hoped that once the leaflets have been distributed then more comments would be left. If people cannot attend the event then they can leave their comments on Facebook or by email.

4.2 Cllr Gerry to speak to the media students regarding the video.

Action 1: Cllr Gerry to progress the video

5 First Consultation Event

5.1 The leaflets, posters and banner were ready for distribution. Cllr Cade to arrange distribution of the leaflet on the 10th September and the Clerk to arrange putting up of posters. Cllr Gerry to speak to landowners regarding siting of the banners.

Action 2: Cllr Cade to arrange distribution of leaflets.

Action 3: Clerk to put up posters

Action 4: Cllr Gerry to arrange location of banners

5.2 The room layout was agreed. In total there were 7 boards available to the group which would be all that was needed. The measurements of the boards were needed to arrange the printing of the displays.

Action 5: Cllr Fookes to obtain measurements of the boards.

5.3 The message the group would be giving members of the public was discussed and it was concluded that it would be best to circulate a crib sheet to the group so everyone was giving the same message.

Action 6: Mr Quick and the Clerk to circulate crib sheet

5.4 It was highlighted that Birchmere should be contacted before distributing leaflets in the Industrial Estate.

Action 7: Mr Quick to contact Birchmere about consultation.

5.5 It was questioned how people's view would be captured and it was concluded that post its would be the simplest way to do this.

Action 8: Clerk to purchase post its

5.6 The format of the boards was arranged and these would be in Calibri style font with orange bullet points. The left hand board would be for subjects and discussions, the middle boards for maps and the right board for people to give their view. Mr Daniels to proof read all boards and send to the Clerk to PDF.

Action 9: Group to send completed boards to Mr Daniels for proof reading. Clerk to PDF boards for printing.

7. Date of Next Meeting

7.1 7.30pm on Monday 16th September