

# Sturminster Marshall Neighbourhood Plan

7.30pm Thursday, 23<sup>rd</sup> April 2020

On Zoom

## Steering Group Minutes

Present: Mr J Quick, Mr R Daniels, Cllr S Gerry, Cllr S Cade, Cllr Palmer, Cllr Steel, Ms Scotton, Cllr H Fookes and Cllr J Jackson

Mrs A Clothier (Clerk), Joanne Witherden

### 1. Apologies

- 1.1 Mr S Morris was not in attendance. Mr Quick to establish whether he wanted to remain on the Steering Group.

**Action 1: Mr Quick to speak to Mr Morris about remaining on the Steering Group.**

### 2. Declaration of Interests

- 2.1 No changes.

### 3. Minutes of previous meeting

- 3.1 The minutes of the previous meeting on 13<sup>th</sup> February 2020 were circulated prior to the meeting. These were agreed.

- 3.2 Matters arising:

*Action 1.1: Clerk to send Ms Witherden the Vision and aims - **complete***

*Action 1.2: Ms Witherden to draw up a project plan for the group - **complete***

### 4. Dorset Planning Consultancy: payment of 1<sup>st</sup> invoice.

- 4.1 This has been paid.

### 5. Financial report to Locality for 19/20 grant.

- 5.1 This has been completed.

### 6. What items can be progressed - ref JW's programme

- 6.1 Locality have produced some advice on progressing Neighbourhood Plans in the light of the Covid-19 crisis. Clerk to circulate to the group.

**Action 2: Clerk to circulate latest Locality guidance**

- 6.2 It was questioned whether there had been any guidance from Dorset Council regarding any potential change in the Local Plan timetable, but there was not. The project plan that Ms Witherden prepared had two options for moving forwards depending on whether the Neighbourhood Plan contains sites or not. There are items on the project plan that the group can start work on. The limits at the present time are on face to face consultations and site assessments. The group asked what level of site assessments are needed and Ms Witherden stated that Locality would do the initial site assessments through their technical package. There is a need to treat all sites fairly so if work has been done on sites they still need to go through this process. The first action to take is a Call for Sites. To make a start on this the group can try to access the evidence from the Dorset Council call for sites.

**Action 3: Clerk to ask Mrs Martin for the Call for Sites evidence.**

- 6.3 It was asked whether local people own land around the Parish. Land ownership is largely by local land owners with the exception of Eton College and the Salisbury Diocese. The first task is to compile a list of landowners to send the call for sites too.

**Action 4: Cllr Cade to compile list of local landowners**

- 6.4 On top of writing to the landowners there will need to be other advertising such as website, Facebook, Next Door website and the Bridge Magazine. Ms Witherden has prepared a Call for Sites advice note which had been circulated to the group. An online survey would need to be set up on survey monkey. Landowners can also upload maps on this system. A discussion was held on whether any limits should be set on what land could be submitted but it was concluded that it would be left open and no prejudgement would be made.

**Action 5: Housing group to put together a Call for Sites**

- 6.5 Housing data research was discussed. This would be completed through a technical support package from AECOM. This links to the Household Questionnaire and will need the indicative housing figure from Dorset Council. The affordable housing need will come from the housing data research. The questionnaire would discover people that are not on the housing register, those looking to downsize etc.

- 6.6 The household questionnaire could also be prepared at the present time. Group to look at the North Cadbury questionnaire and other examples. The best responses have been through door to door delivery with local collection points. The group could get the surveys ready to go out for when the lockdown ends. Ms Witherden to check how much the household survey costs to produce. Cllr Gerry to produce a first draft of the questionnaire. The group will also need a separate questionnaire for businesses and community groups. The local business rates data would be a good start for the database of local businesses.

**Action 6: Ms Witherden to establish cost of producing household questionnaire**

**Action 7: Cllr Gerry to draft household questionnaire**

**Action 8: Clerk to access business rates data**

- 6.7 Advertising for the household questionnaire could start straight away on the website and Facebook.
- 6.8 The SEA Scoping report and screening were looked at. There are options to preparing this – Ms Witherden offers this service or AE Com. Dorset Council may be happy to do the screening but the scoping will depend on resources. Mr Daniels to make contact with Mr Rendle to establish their workload. As Sturminster Marshall is with the Heathland Buffer Zone the answer to the SEA screening will be yes. There will also be impact on Listed Buildings and the Conservation Area to consider. The contact with Natural England will come through the Scoping stage.

**Action 9: Ms Witherden to send through two examples of SEA scoping reports.**

- 6.9 The Stour Valley Park was discussed which is a ribbon of natural space from Sturminster Marshall to Christchurch Harbour.

**Action 10: Environment Group to look at the Stour Valley Park in detail**

- 6.10 *Footpaths Cycleways* – Cllr Gerry had circulated some ideas which were making a start to this audit.
- 6.11 *Traffic Management* – this is not subject to the technical support grant so this would need to be done by the group. This could be used as a bridge building exercise with Dorset Council and when possible a highways officer could be met on site. The household survey could also be used to call for evidence of “near miss” accidents. Reported accident data can be sourced from “Crashmap”.
- 6.12 *Local Green Space* – this can be started. This is meant to consider whether the spaces are protected enough. Bartons Ground will need to be looked at. More evidence for this will come from the Household Questionnaire.

## 7. Evidence gathering & sources of information.

As above

## 8. Reconfirm subject teams and way forward

- 8.1 The subject teams are as follows:

Topic	Leads
Housing	Sonia Cade/John Quick/Hilary Palmer
Environment	Helen Fookes/Roger Daniels/Julie Jackson
Traffic and Transport	Steve Gerry/Steve Morris
Infrastructure and Amenities	Maureen Steel/Joanne Scotton
<i>Employment</i>	<i>Alison Clothier</i>

- 8.2 The infrastructure/amenity group will need a survey for service providers to go out at the same time as the household and business survey.

**Action 11: Infrastructure group to work on a community service providers survey**

- 8.3 Clerk to provide help to groups where needed.

9. Next grant application for JW's services.

9.1 The next grant application form should be completed as soon as possible for the 2020/21 year spend. Ms Witherden to send an estimation of her work for the year.

**Action 12: Ms Witherden to send estimation of work and Clerk to start grant application.**

10. Date of next meeting

Wednesday 20<sup>th</sup> May 7.30pm.