

**Neighbourhood Plan – Sherborne St John -
Notes of Meeting 23rd September 2013 10.00a.m. held at Edernish House**

Present:

Sue Jobbins (Shaping Communities) sue@shapingcommunities.co.uk - Chairing Meeting
Alex Munro (Maroon Planning) alex.munro@maroonplanning.co.uk
Cllr Abraham – Vice Chairman Parish Council syd@profco.net
Cllr Rougier – Councillor natasharougier@gmail.com
Cllr Richard Morgan - Chairman Parish Council richard.morganssj@btinternet.com
Jayne Tomlinson – resident of Sherborne St John jaynetomlinson@btinternet.com
Julie Crawley – resident & editor of the Villager julcrawley851@gmail.com
Mrs Rosie Harrall – Resident Sherborne St John – harralls@talktalk.net
Penny Mayo – Clerk to Parish Council ssjclerk@gmail.com

Apologies

Received from John W Edwards & Julian Crawley.

1. Opening update

Issues:

Coalescence

Strategic gap – now Core Strategy in Draft Local Plan **

Affordable Housing – identify target groups

Smaller housing – for young & downsizers

Need for a vibrant mix in the Community.

Access – roads/traffic

*** concerns only on one side of Village – no provision on A340 side towards Weybridge Golf Course – without a provision on this side the policy will be ineffective. Alex Munro to e mail copy of plan (SSJ copy not available at present).*

Subsidiary issues of limited importance:

Business, commercial provision

Work places

School provision – present primary school cannot be expanded, what are HCC's plans – need for new school site?

Draft Local Plan

Requirement for 150 houses in total in next 18 years in Borough's rural villages.

Important SSJ NP in place a sap as part of protection from developers (DWHs)

Neighbourhood Plan will become part of the Development Plan giving local residents statutory rights to dictate housing in Village with which BDBC must comply.

Windfall Sites

BDBC will expect SSJ & other rural areas to provide some 'windfall' sites as well

Dark Lane – 3 houses – could be seen as a 'windfall' site – hope to be able to include in NP as not yet granted.

2. Steering Group

Need to form a Steering Group of around 5/6 people who meet at least once each month.

Ideal makeup 3 Parish Councillors and 3 parishioners

Need to identify ideal person to Chair the Group

Each member of the Steering Group will then control different aspects and co-ordinate volunteers for each task, reporting back to the group.

The Steering Group will then report regularly to the Parish Council.

Essential that there is real transparency, a range of skills & ability.

The structure of the group must be sound to ensure adequate records and evidence is kept to be included in the final plan.

All aspects must be recorded to demonstrate every stage of the process.

Sue Jobbins will e mail a form for use in selecting people for the Steering Group which helps to identify skills/experience. **SJ**

The Village Design Statement will be useful in providing supplementary evidence for the Neighbourhood Plan.

3 Overview of Project plan, key stages & requirements.

Richard Morgan and Alex Munro have produced draft project plans. Richard is happy to liaise with Alex to fine tune & combine the 2 plans and manage the process of project planning for the group. *Copy of RM plan to be sent to Rosie & Jayne.* **AM/RM**

Alex to email copy of his plan to Richard, who will collate with his & add useful village dates and events (e.g. fetes, Saturday markets etc) **RM**

Need to get a copy of Locality's publication 'Neighbourhood Plan road map'. **PM/RM**

Essential there is transparency especially when identifying potential development sites.

Need to liaise with developers to see if what they are prepared to develop are in line with what the Steering Group have identified as wanted by the parish residents.

Initial Actions

1. Inform Public – Launch Plan
2. Find street representatives
3. Advertise/publize – leaflets etc
4. Banner (see Bramley)
5. Develop a consultation strategy to contact people
6. Initial gather high level issues – what is good in parish, what bad, what is needed, gather general ideas for sorting later into what is appropriate for the NP.

Steering Group needs to meet monthly to review previous work and identify tasks for following month.

Essential to coordinate actions, to present everything in standard formats & to ensure good development and recording of findings is maintained.

Evidence Base

Must start gathering/collecting evidence to inform the plan – much is already there for use – this will take 2/3 months.

1. Village Design Statement, Buildings

2. BDBC – a lot of data on jobs/employment/schools etc accessible via their website. Check if detailed enough for SSJ use.

3. Housing needs survey specific to SSJ. – what at present, what needed, affordable housing, smaller units, shared ownership, housing associations etc.

Alex has a list of places to look for information/evidence and can provide a list of questions to ask to ascertain needs **AM**

Contact Joanne Brombley, BDBC, for help and details of exactly what the NP should include. *Suggested meeting with one of steering group and Alex with Joanne.*

All Evidence collected is used to produce the questionnaire – to list issues & solutions identified so that residents can comment.

Steering Group will then review questionnaire answers & decide what issues & solutions initially to put in the NP. They will identify exactly what the NP wants to achieve & how they hope to achieve their aims – presenting this at an open exhibition:

The Objectives

Protect area/countryside

Protect local facilities

Housing needs

Housing types

e.g. need 15 houses > types > sites > options. draft policies > consultation

then justify conclusions i.e. look at objectives/options and make choices.

Policies

how to achieve this aim

At the Launch have a board to show all information re consultation times and steps.

6 week period submitting plan

Statutory obligations & best practise

Get copy of Town & Country Planning 2012 No637 re Neighbourhood Plan

Statutory Instruments (general regs)

Reg 14 refers to first draft plan to be submitted

> take on board any comments/objections & amend plan, logging all steps in records.

Examination stage > plan > all evidence base shown > records > decision making

> on to BDBC > 6 week public consultation to interrogate your plan > referendum (?)

>to Examiner to test your plan against basic conditions > general conformity to Local Plan (Core Strategy) > conforms to national planning framework, will be sustainable> listed buildings> human rights >complies with EC regs> habitat regs.

4. Consultation & Engagement Strategy & Programme

Problems to address for those difficult to reach e.g. isolation, disability.

Need to identify Community aspirations. Use of 106 monies to develop local facilities.

Sue will provide a programme document which can be altered to reflect emerging committee/volunteer skills to link to project plan.

SJ

5. Obligation to ‘include consult and represent’ community

Essential for residents to see it as a ‘Community Undertaking’.

Essential to consult with local landowners etc to ensure plan is deliverable.

Need to ‘map’ available and suitable sites for development – BDBC will already have information re availability of sites locally.

Essential to ‘Share’ information throughout and be transparent.

Reg 14 deals with first Draft Plan – objections raised need to be addressed and where necessary plan amended – All stages & decisions made MUST be logged and recorded as evidence.

At all times evidence must demonstrate the whole process is **Balanced, Neutral and Fair**.

Reg 15 – Deals with Consultation statement – how investigation was carried out, with whom, what options identified, responses and justification for final choices made.

Keep a Consultation Evidence file – record comments, dates, names, issues etc

Hold a ‘Consultation feedback event/Exhibition to identify options. Have 3 to 4 occasions throughout the process recording all attempts to engage the community in the plan development.

6. Identification of key stakeholders & Consultation Methods

Sue’s handout principles of engagement (sent around as attachment with these notes)

a. Produce list of people & groups to contact & Engage:

Schools	Churches	Village Hall users	Chute Pavilion
Users			
Residents	Grange Nursing Home	Recreation users (e.g. football)	Businesses
Public House	National Trust	Villager magazine contributors	
Shops	Local Farms	landowners	

Societies & Local Clubs: Women’s fellowship, Guides, Scouts, Toddler groups, History society, Nursery groups (Piccolo)

Housing Associations

Resident Groups e.g. SPIG

Ask BDBC for ‘statement of local involvement’.

b. Methods to use to reach people during the Consultation:

Newsletters	Press Releases	Villager Magazine
Basingstoke Gazette	SSJ Website – dedicated Page	Social Media – Twitter, Face book etc
Noticeboards	Fetes	Saturday Markets
Leaflets	Exhibitions	Social Clubs
Public Houses	Surgeries (e.g. doctors)	

The Consultation identifies what aspects the Plan could cover - a questionnaire at this stage will include all aspects relating to all within the area - residents, businesses etc.

The initial consultation points gathered are ‘shrunk’ to the main issues which the Plan will seek to address producing adequate records to record reasoning for choices.

Sue will help write the Neighbourhood Plan questionnaire to ensure adequate breathe to questions of potential sites identified.

The questionnaire can be in 2 parts:

a. 1st part specific to Neighbourhood Plan.

b. while part 2 can deal with other issues which have emerged

The suggestion that people completing the questionnaires will be entered into a free raffle to encourage participation was good.

Consultation events hosted by the Committee members and volunteers could be held in several locations to ensure a wide coverage – young people, women’s fellowship, older residents, monthly markets - this is to ensure as wide an effort (logged in records) is seen to gather evidence & issues.

Sue provided the Clerk with copies of ‘consultation logs’ to use in the process (attached to this report) and will send a list another ‘Best Practise Approach’.

PM

7. Development of Consultation Programme

Using the Consultation Logs (attached)

No 1.

Arrange a launch in the Village Hall for 9th November (Clerk to check date & availability of Village Hall) **PM**

Advertise in Villager

Richard will write a short piece for the next Villager edition.

RM

Press release/local radio piece?

Need list of local contacts & website page active.

Produce large sheets one for each Topic (see BDBC list of topics in their Core Strategy) for attendees.

Need sheet for people to sign up to help, with contact details & their expertise/area.

NO 2.

For a period of 3 months hold various events/meetings

Events – coffee mornings, old people meetings, young people events, Saturday markets, fetes etc –

Attend as many as possible to catch as large and varied group of people and issues.

Page 3.

Left till later in process after Sue has had discussions on the questionnaire and 2/3 weeks after evidence gathering completed.

Page 4.

Lists Issues that have emerged – has identified objectives and options.

Page 5

Represents the 'shrunk'/revised list of vision/objectives to be included in NP.

No 6

Plan is finalised

No 7 Referendum

Actions

1. Sue will complete the drafts and send

SJ

2. Alex will produce the draft project plan combining aspects of both his and Richard's plans.

AM

3. Alex plus 1 to meet BDBC (ask Joanne Brombley if she would be prepared to join the group) **AM/RM**

Contact BDBC for Statement of Community Involvement & statutory consultation they hold on stakeholders

4. Develop list of skills/needs for the group

5. Decide on the Steering Group

6. Get copy of Locality roadmap

PM

7. BDBC protocol & help required.

8. Check Village Hall availability

PM

9. Write a piece WHY it is being done (Richard) for Villager

RM

10. Alex will provide a copy of his PowerPoint presentation for information.

AM