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**Minutes of Meeting**

**MEETING:** Neighbourhood Plan Steering Group Meeting  
**DATE & TIME:** Monday 24<sup>th</sup> January 2022 at 7.00pm  
**PLACE:** Zoom

**Chair:** Sandie Wilson

**Present:**

Officers: Rosie Osborne (Project Officer), Clive Tuck (Project Manager)

Steering Group members: Colin Marsh, Penny Quilter, Robert Cheeseman, Phil Watts, Lara Wood, Graham Perry, Cllr Ann Weaving

**Apologies:** Cllr. Lucy Hamilton Cllr. Pete Barrow

ITEM	DISCUSSION	ACTION	BY WHOM
1	<b><u>Welcome</u></b>	N/A	N/A
2	<b><u>Apologies</u></b>  Apologies were noted from Cllr Pete Barrow and Lucy Hamilton	N/A	N/A
3	<b><u>Minutes of last meeting</u></b>  These were circulated after the last meeting. Outstanding Actions: To update Character Area Assessment and publish to webpage.  Minutes have been approved.	Send to Comms Officer to publish on website.  Send amendments for Rachel Nokes to review and check formatting. Then send document to be published on webpage.  Clive to have access to mailbox  Create log for responses to Request for Greenspace.	RO  RO  RO/CT  RO
4	<b><u>Nick Cardnell- introduction and role in Neighbourhood Planning</u></b>  Nick is a Senior Planning Officer. There have been 29 Neighbourhood Plans published in the area as well as 26 in progress. Dorset Council has	Steering Group members can send questions to CT to pass on to NC to answer.	CT

	<p>duty to advise groups on Neighbourhood Plans, e.g., strategic plans, national policies, maps, data, etc. Dorset Council will also assist with public consultation and run the referendum.</p> <p>The Local Plan consultation was last February, and a total of 9000 people responded. Now at the stage of summarising and processing feedback. The data has been published online. Overall timescale suggests public consultation in May 2022 with survey next year and adoption in winter 2023.</p> <p>There are also 5 studies awaiting to be published:</p> <ul style="list-style-type: none"> <li>• Strategic Flood Risk Assessment</li> <li>• Retail and Town Centre Assessment</li> <li>• Local Viability Evidence</li> <li>• Economic Needs Assessment</li> <li>• Gypsy and Traveller Accommodation Needs Assessment</li> </ul>	<p>RC commented it would be good to have due dates for these studies.</p>	<p>CT/NC</p>
5	<p><b><u>Project Plan and ECA Timeline</u></b></p> <p>Clive talked through slides and project plan. ECA will be supporting 3 Steering Group meetings and 3 themed workshops. David Haus is able to attend a meeting to explain what his involvement will be. Workshops will aim to take place in April- subject to confirmation of contract.</p>	<p>The appointment of David Haus to be confirmed to ECA by 28/01/22</p>	<p>CT</p>
6/7	<p><b><u>Theme Outline Plan and update to ECA/ Question and Answer Session</u></b></p> <p><b><u>Neighbourhood/Local Communities</u></b> PQ talked through slides. Explained she would like to change name of theme to avoid confusion. Believes this theme is important. Aim 2 possibly needs moving to housing. Aim 3 could do with a wider brief.</p> <p><b><u>Homes</u></b> DN presented slides. He has arranged an initial meeting for 27/01- treating as a recruitment exercise. From</p>	<p>To obtain advice from ECA on how we gather information and how this is then analysed.</p> <p>In response to “Should we be using a standardised structure?”-</p>	<p>CT</p> <p>CT</p>

	<p>objectives develop policies. DN talked through process.</p> <p><b><u>Jobs GP</u></b>  GP presented slides. Aims to get jobs closer to where people live, in order to reduce traffic.  Jobs- to extend the season  Process is to try and get a committee with a range of backgrounds and contacts so to consult with a wider groups/existing group.</p> <p><b><u>Sustainable environments</u></b>  RC presented slides. Captured key concerns around alignment of aims in theme groups. We could fill any gaps perceived in Local Plan.  Discussed a theme group planning framework using Centre of Sustainable Energy guide to pull out useful bits.</p> <p><b><u>Landscape and Greenspaces</u></b>  CM presented slides. Briefly spoke through the aims and included some possible objectives from these aims as a discussion point. CM spoke about balances and opportunities/pros and cons. Then discussed approach that could be taken with this theme group, as well an Action Plan.</p> <p><b><u>Schools Engagement</u></b>  LW talked about possible ways to engage young people. Need to decide which schools we want to target. Important to create a promotional video that can be accessed by all age groups/uploaded to website. Budget needs to be decided.</p> <p>Comments from RN: A lot of information and lots of great work done. Each theme could do with a background paper outlining what the evidence base is, what information we have and the gaps that have been identified. From this, we can have focused tasks/activity to bridge gaps. Specific tasks make it easier to collate information.</p>	<p>create a proposal for priorities and structure to be agreed with advice from ECA.</p> <p>DN to send draft of assessment that he has created to CT for ECA to review.</p> <p>Create an information library to use with key vocabulary, images, maps etc on Teams would be useful (LW)</p> <p>To have an early planning task to identify the activities which will need coordinating across Theme Groups: comms, public engagement, stakeholder engagement, evidence collection, consultation, policy drafting, objective defining, etc. (RC)</p>	<p>DN</p> <p>Theme Leads</p> <p>Theme Leads</p>
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	<p>Comments from NC: With schools and theme groups, be careful not to be too overwhelmed with data. Try not duplicate work and be careful with resourcing/time.</p> <p>How do we take the presentations to the forum without overwhelming? 5 people voted to use current slides 3 people voted to use coordinated approach</p> <p>Are we happy to use the Climate Guidance and Self-Assessment tool? 5 people voted for 3 people abstained 1 people voted against</p> <p>RC asked: Given the views on the CSE guidance, does my Theme Group have to come back to the SG to have everything voted on? SW responded that approach by theme group leads need to be assumed as accepted and some autonomy needed.</p>		
8	<p><b><u>Communications and Engagement</u></b></p> <p>PQ provided an update on this item. There is a lot of overlap with activity identified by ECA and Comms Team. Important to establish tasks and who will be responsible. The main piece of work being carried out is the leaflet which is almost ready to be printed. Some debate around the section on climate change- GP provided shorter statement.</p> <p>Public Forum date confirmed- 28/02/21 and leads can present themes.</p> <p>Discussion around appointing David Haus to carry out engagement on a revisit of the Vision, Mission and Aims- members voted in favour.</p> <p>Walkabouts- no more dates confirmed.</p> <p>Re. comms and engagement if we are to make this NP clear and accessible- all the communication could maybe have some common theme with a</p>	Send final version of leaflet via email for vote	PQ

	marketing plan. This is surely how we also want ECA to support us? (LW)		
<b>9</b>	<p><b><u>Next dates for meeting</u></b></p> <p>Monday 14<sup>th</sup> February 7pm - Steering Group meeting</p> <p>Monday 28<sup>th</sup> February 7pm - Forum Meeting</p> <p>Monday 14<sup>th</sup> March 7pm - Steering Group meeting</p>		

The meeting was closed at 21:10pm.