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NOTES OF MEETING

Meeting: Neighbourhood Plan Steering Group Meeting

Date & Time: Monday 15th April 2024 at 7.00pm

Place: Council Chamber, The New Town Hall, Commercial Road

PRESENT:

Chair: Cllr David Northam

Steering Group Members: Cllr Ann Weaving, Colin Marsh, Michael Bevan, Penny Quilter, Phil Watts, Rob Cheeseman, Lara Wood.

Project Support: Michele Williams, Jane Biscombe

Special Attendance:

ITEM	DISCUSSION	ACTION	BY WHOM
1.	<p>Welcome and Apologies: David welcomed everyone.</p> <p>Apologies were received from Cllr Colin Huckle.</p>		
2.	<p>Minutes & Matters Arising:</p> <p>Minutes of last meeting held 13th March 2024 were approved.</p> <p>Item 3:- CM reported that he had completed the proof read of the Regulation 14 Analysis produced by PW and issued a report to the SG in advance. It was agreed to defer this to the next meeting as this had still not been read by everyone.</p>	Upload onto website	Michele
3.	<p>Viability Assessment Update:</p> <p>Viability briefing held with George Venning, but some issues with engagement as GV had promised final Viability Assessment prior to the briefing and a copy of the presentation neither of which have materialised. Michele to chase GV for a response.</p>	Chase response	Michele
4.	<p>Policy Review Update:</p> <p>Due to the necessity of having conversations with Dorset Council regarding their Reg 14 feedback on policies and in order to give group members time to read the read the policy review document from our consultant, it is agreed to postpone until next meeting.</p>	Comments & feedback to Michele by 13/05/24	All
5	<p>Basic Conditions Statement:</p> <p>PW (Planning Consultant) has written the first draft Basic Conditions Statement which is a legal document which will require some updating before submitting to Dorset Council.</p>		

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6.	<p>Consultation Statement Update:</p> <p>Colin has started the Consultation Statement which will be submitted with the Plan to Dorset Council and Michele has included some further details but more detail is required to complete the document.</p>		
7.	<p>Update re AECOM:</p> <p>David and Colin met with AECOM to discuss updating some of the documents already provided, namely the HNA (Housing Needs Analysis) taking into account the latest census date; the SEA (Strategic Environment Assessment) to reflect the changes to the Plan so far; HRA (Habitat Risk Assessment) and the Local Green Space map and overview.</p>		
8.	<p>Next Steps & Priorities :</p> <p>Discussions with DC necessary, questions to be collated and sent to them prior to meeting with them after the elections.</p> <p>Detailed plan to be drawn up with the order of tasks outstanding; timeline for tasks; key deadlines etc to get us to the submission stage. Michele to look at creating this – Rob has offered to assist.</p> <p>Discussion around the process of preparing the Submission Version of the WNP – proposed to start drafting based on material which had been agreed/resolved and then to include other content as decisions were made by the SG having considered the Reg 14 feedback.</p>		
9.	<p>Reg 14 Update:</p> <p>Discussion around once we have agreed changes for the WNP we create a document of decisions made and the rationale which we can then circulate to homes at the same time we submit the revised Plan to Dorset Council.</p>		
10.	<p>Any Other Business:</p> <p>Community Engagement – Penny:</p> <p>Penny advised that she had met with a resident not as a steering group member but as a resident. She made it clear that she could not discuss any political matters. Some discussion on engaging with individuals during the period before submitting the plan to Dorset Council, agreement that it is not advisable to engage with any individual until after we have submitted the Plan to DC, although meeting with formally constituted groups to clarify issues and concerns was considered appropriate once the elections had taken place.</p> <p>Website Fact Sheet:</p> <p>Update that we will be creating a fact sheet / Frequently asked Questions to go onto the website to help clarify issues frequently raised by the public.</p>		

ITEM	DISCUSSION	ACTION	BY WHOM
11.	<p>Dates of Future Meetings:</p> <p>Date: Monday 20th May 2024 Time: 7pm Venue: Council Chamber</p> <p>Date: Monday 17th June 2024 Time: 7pm Venue: Council Chamber</p> <p>Date: Monday 15th July 2024 Time: 7pm Venue: Council Chamber</p> <p>Date: Monday 19th August 2024 Time: 7pm Venue: Council Chamber</p> <p>Date: Monday 16th September 2024 Time: 7pm Venue: Council Chamber</p> <p>Date: Monday 21st October 2024 Time: 7pm Venue: Council Chamber</p>		

Meeting ended at 8:45pm