

# Stinsford Neighbourhood Plan Group

## Minutes from Meeting 7 March 2019

Present: George Armstrong  
Ann Balmforth (Minutes)  
Michael Clarke  
Sally Cooke (Chair)  
Chris Mervik  
Jo Witherden (Consultant)  
Mary Brennan  
Mitch Stone  
Stuart Holland

1. **Introductions and Apologies:** The attendees introduced themselves.  
**Apologies:** have been received from: Andy Stillman, Will Molland, Liz Crocker, Sean Derham, Julie Martin.

2. **The notes of the last meeting:** (7 February) were agreed. There were no matters arising.

### 1. Updates on Actions -

1.1. **Training with FERIA Urbanism** - Sally will contact Richard Eastham to arrange a meeting to discuss training in the next Financial Year.

**Action:** Sally carried forward.

1.2. **Draft Vision and Aims for the Plan** - this has been agreed and will be included in the businesses' & Residents' questionnaires.

1.3. **Evidence Gathering** - The blanks in Sally's Draft Table need to be populated by the Topic Leads.

**Action:** All Leads - carried forward

1.4. **Community Facilities, Social Needs** - Sally suggested that Julie Martin might be able to take the Lead on Community Facilities, Social Needs, as this was the topic of her earlier sub-group; and that she would ask her.

**Action:** Sally carried forward.

### 1. Topics -

1.1. **Views and Landscape to be protected** - Chris and Sean have put the slideshow on our new website and on YouTube. Thanks were expressed to both for their hard work and excellent result.

1.2. **Green Spaces** - Sally reported that she has identified a "rough and ready" list of Green Spaces but that it needs further work.

**Action:** Sally carried forward

1.3. **Cultural, Historic, Literary aspects of Sense of Place** - No lead to date. Sally asked Michael if Mrs Clarke might be enlisted to help - perhaps with how the work strand should be approached: Michael agreed to make a proposal! Sophie suggested that Julia Booth-Clibborn might be willing to take the lead. Sally offered to speak with Julia. **Action:** Michael/Sally carried forward.

1.4. **Traffic, Transport & Access** -

**Action:** George/Sean to meet to progress the traffic map and data which can be presented on the Parish website with limited text.

1.5. **Questionnaire to Businesses** - Questionnaire completed after further discussion between Ann and Sally; online survey created by Sally; Several pilot replies have been received so far. **Action:** Sally to discuss with Julie the distribution and analysis.

1.6. **Questionnaire to Residents** - Sally had circulated rough outline of content ; Sean is working it up into a draft online questionnaire.

## 1.7.Publicity -

- 1.7.1.1. Chris has produced poster; Michael has installed it on parish notice-boards.
- 1.7.2. Chris organised a miniature version to go out as an insert in the March Pilot.
- 1.7.3. Sean has done a great job recreating our website.
- 1.7.4. Mary has also contributed as the census information which is also now on the website.
- 1.7.5. When the business questionnaire is due to go out, we should consider Wessex FM and Dorset Echo publicity.

### 1. Report to Groundwork by 14 April 2019.

Andy, Michael & Ann are willing to help, and Michael is taking over the Treasurer's role as a PC member should hold this post and he will also be responsible for the financial aspect of this report.

**Action:** Sally & Michael to meet in the next 2 weeks to prepare the content for the report.

### 2. Housing Needs Assessment

Sally explained that this is likely to be the most contentious part of the plan, especially as the outcome of DOR15 is unknown. There is a feeling that we need to address the affordable housing need for young people, and will have to address the housing in DOR13 (KMC). AECOM have sent v3 of 'Research Questions' but they don't address 2nd homes.

We have agreed with them the following headings for a questionnaire:

- needs generated from existing residents,
- needs arising from employment in the parish, and
- a decision needs to be made, assuming DOR15 does not go ahead, whether we want to try to meet the need eg through the community land trust.

They will make suggestions on how to split the different tenures and house types / sizes:

- roles of these at a district level,
- what type (detached etc) and
- no of bedrooms.

George explained that we only need 3 houses over the period to 2036 to be in line with guidance in the Local Plan Review (2% growth in population over 20 years), but DOR13 are proposing far more, so this needs debating within the parish. Sally said that the residents' questionnaire should include a question to tease out the attitudes of the residents, but this will be difficult to phrase. Sally summarised the issues that need considering, such as, need for primary ownership, affordable housing, pepper pot sprinkling of different type of tenure etc. AECOM will review the questions over 2-3 months and produce a report probably in June/July. This group will need to review this report.

Jo suggested that the questionnaire introduction should reflect our understanding of the needs, then ask questions to guide our end plan and to avoid conflict. She explained that Milton Abbas offered ranges as possible answers to the question of how many houses are needed, and they used the result from the questionnaires rather than figures from elsewhere; then the Steering Group looked for sites for the resulting number. Chris suggested that a question should be included on how many could be accommodated in the resident's locality. The Neighbourhood Plan can exceed the minimum obligation. George reminded us that we had decided not to assume that DOR15 will go ahead. Mitch suggested that we should ask what housing each household will need in the future, for example as children grow up. Chris asked if we should include questions to understand what residents feel about DOR13 (KMC), it was

agreed that although the draft masterplan is on the parish website, many residents may still be unaware of it.

**Action:** Michael to ask how KMC will publicise the plan to the parish.

**Action:** Sally & Sean to bring a draft housing questionnaire to the April Steering Group meeting.

We can ask the council for an indicative housing need. They have said that they can provide a figure but it is likely to change due to the many changes in effect, but they have agreed to have an informal meeting. Chris, Sally, Mary, Michael & Andy volunteered to be involved.

**Action:** Sally will request this meeting before April.

### **1. Business Questionnaire -**

Sally has uploaded online the draft questionnaire produced by Ann, Chris and Sally and Sally piloted it with a range of responses. Julie and Sally have discussed how to make it more user-friendly, and Sally has drafted an introduction. Michael is working on the full list of businesses. Julie will organise the circulation to businesses and farmers (excluding sole traders working from home) and the analysis of the responses. Data protection needs to be considered during the analysis.

**Action:** Sally to send the link to Michael, Ann & Mary to view the final version.  
Michael to finish his review of the list of businesses and advise Sally when done.

**Action:** George will include in The Pilot notification that the business questionnaire will be sent out by the end of April and a request for any businesses that have not received one to contact us to request one. Also that this will be followed by a residents' questionnaire.

### **2. Residents' Questionnaire -**

Sally has prepared an outline for this although she thinks that it needs more on housing need. Sean is preparing a draft from this outline and will review it with Sally at the end of next week. Data protection needs to be considered during the analysis.

**Action:** All to review once it is sent out on 18 March.

### **3. Other Evidence Gathering (driving Policy Development) -**

Sally suggested that we could use the Bourton Neighbourhood Plan as a template, and asked if anyone would feel able to draft any of the sections. The full text is on the Dorset for You website.

**Action:** Sally to continue to coordinate the process of the Neighbourhood Plan

**Action:** Chris to oversee the coordination of the content of the Neighbourhood Plan;

**Action:** Chris to review the other plans & Mary's reviews and then suggest a structure of our Neighbourhood Plan by the April meeting.

**Action:** All to send narrative contributions to Chris

### **4. Future Meeting Dates -**

1900 Thursday 4 April & 16 May 2019

**Action:** George to publicise these in the Pilot.

**5. AOB -**

Sally and Ann proposed a community meeting with wine and a speaker to draw the parishioners in, and also update them with the progress on the plan. The meeting thought it was a good idea for September. Suggested names were Oliver Letwin and Julian Fellowes.

**Action:** Sally will add this to the April agenda.