



SHAFTESBURY TOWN COUNCIL

Neighbourhood Plan Advisory Committee group

Minutes of the Neighbourhood Plan Advisory Committee group held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 08 May 2018 commencing at 7:03pm.

Members Present

Tim Edwyn-Jones (Chair)
Virginia Edwyn-Jones
Brendon Fisher
Mick Hicks

Keri Jones
Robin Miller
Rachel Bodle

Absent:

Stuart Edwards, Lee Hennessy and Sue Allatt

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator

In Attendance:

Councillor Taylor
1 member of the press
2 members of the public

MINUTES

Public Participation

Members of the public were invited to make representations to the Committee on any matters relating to the work of the Committee or to raise any issues of concern. The following matters were raised;

- Parking – Is the committee looking into plans to ensure adequate parking in Shaftesbury?
The committee is understands the need for adequate parking to be available for residents and visitors alike in Shaftesbury. The Advisory committee is still at the evidence building stage and will continue to consult with the public and engage with outside consultants where appropriate.

N01 Apologies

Apologies were received from Stuart Edwards, Lee Hennessy and Sue Allatt due to personal commitments.

N02 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. There were none.

N03 Advisory Committee Members for 2018/ 2019

The slide below was viewed:

Chair	Tim Edwyn- Jones	Support
Vice Chair (rotating)	Stuart Edwards	Support
Committee Member	Rachel Bodle	GREEN SPACES, WILDLIFE, WALKING & CYCLING ROUTE (GREEN INFASTRUCTURE)
Committee Member	Lee Hennessy	GREEN SPACES, WILDLIFE, WALKING & CYCLING ROUTE (GREEN INFASTRUCTURE)
Committee Member	Mick Hicks	GREEN SPACES, WILDLIFE, WALKING & CYCLING ROUTE (GREEN INFASTRUCTURE)/ link into the DESIGN group
Committee Member	Robin Miller	TOWN CENTRE
Committee Member	Keri Jones	TOWN CENTRE/ COMMUNICATION
Committee Member	Virginia Edwyn- Jones	CHARACTER, DESIGN, HISTORY & HERITAGE/ FUTURE DEVELOPMENT
Committee Member	Brendan Fisher	FUTURE DEVELOPMENT OF HOUSING, EMPLOYMENT inc GREY INFASTRUCTURE
Committee Member	Sue Allatt	COMMUNITY AND LEISURE FACILITIES

The following was agreed;

Virginia Edwyn-Jones will be moved in to the Character, Design, History and Heritage group and be removed from the Town Centre Group.

Mick Hicks will be moved to the Green Infrastructure Group and link into the design group. *Note – the chart above has been amended accordingly. The responsibilities may change as the group develops.*

N04

It was reported to the group that two members had resigned due to work commitments, Chris Martin and Natalie Evans. It was agreed that there is no need to appoint replacement members as the advice from Jo Witherden, planning officer was that the group be comprised of at least eight members.

N05 Mini-survey results and evidence building

The Mini Survey Analysis sheet was handed out to the group and noted.

N06 Results from freeform comments analysis (from original NP survey)

A one-page Analysis sheet was handed out to the group and noted.

It was agreed that the committee would continue to gain and analyse data to enhance what has already been gathered.

It was agreed that the committee will approach Shaftesbury Town Council with any requests for commissioned research needed.

Thanks was expressed to Business Manager, Brie Logan for her input and hard work on the project so far.

It was noted that future PR exercises should be carefully shaped to manage what the community of Shaftesbury thinks they need in juxtaposition to what can feasibly be achieved.

It was suggested that the settlement boundary be further discussed with Jo Witherden and NDDC Planner at forthcoming quarterly meeting..

It was agreed to produce a map of Shaftesbury and the surrounding area with the protected Bypass Corridor land clearly marked on it.

It was agreed to produce the following mapping layers;

1. Green map with public open spaces
2. Residential/school/medical/church/social
3. Separate for industrial and commercial and retail
4. Listed buildings
5. Large sites with Planning Permission but not built yet
6. A proposals map

It was agreed that in the interim time Dorset Explorer Maps would be sourced, ready for the meeting to be held in May.

N07 High level objectives/ themes (review of DPC report)

The following reports from committee members were received;

Robin Miller; (Town Centre) Research in the form of reading data is continuing. 'On the ground' research is needed, such as watching the traffic issues on a Thursday morning when the market traders are setting up, or watching the traffic along Christy's Lane during rush hour. There is a need to come up with new ideas to find solutions to years old problems. A Town Centre group meeting will be taking place next week to discuss the plan going forwards.

Brendan Fisher; (Future development) Still at data collecting stage, looking at existing land use and boundaries, working on what is the priorities and what Shaftesbury Town Council does have a say in when it comes to planning.

Rachel Bodle; (Green Spaces) Still in the research stage, including reading all the research already collated by the Open Spaces group in Shaftesbury. Two 'walk abouts' have been done to see first-hand what Shaftesbury has in regard to Open Spaces in both the old and new parts of Shaftesbury.

Virginia Edwyn-Jones; (Design) Aiming to come up with a design brief as detailed as possible to cover all aspects of the Town, prioritising both the aesthetics but also the functionality. This is to be collectively agreed by the community. Currently looking into design groups that have completed lots of research on design plans for towns already.

Keri Jones; (Communication/ Presentation) It is important that the Neighbourhood plan be 'user friendly' to all in the community. Avoiding jargon or acronyms that might be difficult to follow, to be visually appealing to look at and informative. We need to be answering questions that the public haven't even asked yet and providing clear 'bite sized' answers.

N08 Plan for informal meeting on 17th may – draft content review

The slide below was displayed and discussed.

HIGH LEVEL APPROACH TO MANAGING THE DRAFT PLAN

Action – sorting through the evidence for your workstream	Who	When
<div data-bbox="245 1317 354 1424" style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center; width: 60px;">Step 1</div> <ol style="list-style-type: none"> 1. Review content of 'first cut analysis' for your specific objective 2. Review DPC analysis of your nominated specific objective 3. Understand which policies fit under your specific objective- for example Environment below..... 4. Review the analysis of the free form text (additional comments) to pick up additional feedback 	Relevant workstream member	First review on 17 th May then final review on 21 st June
Action	Who	When
<div data-bbox="245 1630 354 1738" style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center; width: 60px;">Step 2</div> <ol style="list-style-type: none"> 5. GAP analysis and emerging policies 6. Conclusion – recommendation of emerging policies 7. Aims – what do we want to achieve from 'your' specific objectives 8. Make reference to the relevant aspect/ policies within the local plan 	Relevant workstream member	First review on 17 th May then final review on 21 st June

N09 Review of timescales – What is achievable and realistic?

The slide below was displayed and discussed;

NEIGHBOURHOOD PLAN – Key Steps

Step	Tasks	Timescale	STC check
1	Take stock - where are we now / what do we know?	March	
2	Develop a communication and engagement strategy – who do we need to connect with and how will be contact them?	March	
3	Consider the focus of the plan – what are the key areas we would like to influence and how? And what timeframe it should cover (in line with the Local Plan?).	March	
4	Develop a project plan with timescales, identifying relevant resources	March	
5	Initiate ‘launch’ – which may include an early round of public consultation on the focus and issues to address and early evidence gathering	April - May	
6	Agree the focus of the plan (also having a draft visions / aims at this stage can be helpful)	June	✓
7	Liaise with the District Council about Strategic Environmental Assessment screening assessment based on the proposed scope – which will need to be agreed with district council in consultation with Natural England, Historic England and the Environment Agency	July	
8	Consider what we need to investigate further – do we need to commission any technical evidence to help us make the right choices?	July	
9	Update / refine project plan and timescales.	July	
10	Further scoping / evidence gathering / consultation as required	tbc	
11	Draft the plan (checking it is in conformity with national policy / local plan strategic policies) and draft the Strategic Environmental Assessment (if required)	tbc	
12	Consult on the draft plan (and SEA)	tbc	
13	Refine the plan (and SEA) based on the consultation feedback	tbc	
14	Submit the plan and supporting evidence (which will include as a minimum the SEA or screening opinion, consultation summary and basic conditions statement) to the District Council	tbc	
15	Liaison with the District Council on the appointment of the Inspector, and other matters as the examination progresses	tbc	

It was agreed;

That advice would be sought from Jo Witherden regarding the time frame to submit the first draft of the Neighbourhood Plan.

To have five clear workstreams identified by May 17th.

To construct a high level plan with emerging policies by June 21st.

To meet with North Dorset Planning officers to talk through the local plan review and receive clarification on settlement boundaries.

It was agreed to work towards creating a ‘Skeleton’ Neighbourhood Plan draft in order to have something to use to ack up Planning Applications.

N10 Communication including website and branding

It was agreed to have a separate website from Shaftesbury Town Council for the Neighbourhood Plan, to be text based until a design/branding style had been agreed on.

N11 Next steps including NDDC engagement

It was agreed to wait until discussions with North Dorset District Council had taken place before submitting any requests to Shaftesbury Town Council for surveys to be commissioned.

It was agreed to discuss to have a fixed Vice-Chair position rather than the current rotating Vice-Chair, at the next Neighbourhood Plan meeting.

It was agreed that to discuss ways for the lead committee members of the strategic work streams and the Chairs of the advisory committee groups to communicate effectively regarding shared interests.

There being no further business, the meeting was closed at 8.43pm.

Signed

Date