

CHESIL BANK PARISH NEIGHBOURHOOD PLAN STEERING GROUP

Incorporating the Parishes of Abbotsbury, Fleet, Langton Herring and Portesham
Chairman- Derek Troughton



Clerk- Mrs M Harding

Minutes of the meeting held on Tuesday 26th May 2020 via Zoom

Derek Troughton (DT)

Saira Sawtell (SS)

John Coombe (JC)

Peter Begley (PB)

Fredi Burdge (FB)

Karen Kennedy (KK)

Martin Pearson (MP)

Graham Whitby (GW)

Ray Doggett (RD)

Stewart Bayram (SB)

Ruth Chipp-Marshall (RCM)

Michele Harding (MH) Jo Witherden – Dorset Planning Consultant Ltd (JW)

Apologies: Dave Stevens (DS)

1. **Welcome and apologies** – DT welcomed all to the first meeting of the SG via Zoom since the Covid-19 lockdown, apologies were received and recorded
2. **Minutes meeting on 9th March 2020**- The minutes were agreed as an accurate record
3. **Matters Arising-**
 - a. The Progress Plan is to be reviewed by DT/PB
 - b. The TOR's review is on hold
 - c. Access to members on the website is pending
 - d. KK commented on the website and Social media, the group had discussed this at the meeting and felt that the NP would have a better profile on social media and keeping the website as it is.
 - e. The Chesil Fayre has been cancelled for 2020
4. **Update on Surveys prior to Covid-19**- The final uploads are being carried out for the 2nd survey. The data from the Business survey including the face to face meetings are also to be uploaded.
5. **Update on Project Plan 2020-21 in view of Covid-19**- DT reported that it was hoped that the group can keep the momentum through to April 2021 but it is looking more likely to be Summer 2021 to make this achievable. JW will look at this in more detail but don't really want to run the plan into 2022. SB suggested that if it were possible in order to complete the surveys to reduce them which will then reduce the postage costs.
6. **To receive a report from JW on a proposed budget 2020-21-**

JW had circulated the planned time line JW, (see attached) it was hoped to be complete the plan by April 21 but given the recent delays, Sept 2021 would be more realistic. **(5e)**

The next stage would be to put in a call for sites using some kind of publicity, to contact Dorset Council to see what sites they had collected last year and see if it is worthwhile putting out a call for sites in the Parishes or using the DC data. The ideal time to put this out would be June/July 20, this would be for

Signed by The Clerk: *Mrs M T Harding*

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landowners to complete. JW reported that there is now a new NP officer so she will make contact with him to gather this info. **(2e)**

Action JW

Other work: (4d)

The next step is to carry out other work over the summer, to carry out assessment work on the information that has already come in including green spaces. JW suggested using the technical support package to have a first look at the possible sites, a site visit will be carried out (these could be accompanied) and assess which sites would be suitable using a colour coded assessment, red being sites that would not get planning, green sites that are more likely to get planning and amber sites that could be a possible with more work, allowing the SG to concentrate on the ones that would fit in with the plan. If this is the case then a report could be forthcoming by late Aug early Sept 20 from the technical team. The SG would then check the report sent by the tech team and carry out its own site visits and include JW. In the first survey the group asked for suitable sites, the SG should ensure that the landowners of these sites are contacted using local knowledge of the landowners. This will give any landowners who are not interested to be taken off the list. As and when sites are found the group will look back survey analysis to compare the survey results in terms of housing need, whether it is affordable, market housing or housing types that were suggested.

Options Consultation (4e)

The next stage would be to run an options consultation in about Nov 20. In normal circumstances this would include a consultation event further thought is needed on how to carry out this part of the plan. From the Summer onwards the drafting of the plan could commence adding in the information gleaned from the options consultation to put a draft NP to the PC for Feb/Mar 21. **(5a/5b)**

This is a fairly ambitious timeline and it would need to have the agreement of the PC. This would then lead on to the Pre-submission consultation. JW felt this was achievable if the SG can keep the momentum going. **(5c)**. The SEA screening could also be done by locality within these timescales **(3a)**

If following these screenings, the findings mean that fundamental changes should be made more time will need to be built in.

June Survey No 3:

DT commented on a possible June survey as suggested by JW, the group need to focus on what info the group still need, given the timescales as this would mean it would not be delivered to households until mid to late June and results would not be available until July. JW will look at what has been collected in the first 2 surveys to see if there is anything fundamental missing.

Action JW

JC was concerned about the timescale and the fact that many will have other things on their mind, with the recent issues, employment, global warming etc. and could be difficult to get an answer that is viable, people are in limbo.

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SG meetings which may not be needed. DT will revisit the professional fee budget lines without compromising the NP, but had not included costs for flyers or workshops for the options statements. PT raised concerns about the plan being extended and running out of grant money by Mar 21 when the plan still required work from Mar 21 to June 22. JW explained that £9000 is the basic grant plus £8000 for additional work plus another £10,000 for affordable housing for sale. (this is a new element in the grant process) this being a total of £27000 for the plan period. This includes the amount already claimed. The bulk of the work for 2021-22 will be to pull in the pre submission consultation work, evidence for submission, a consultation statement, pre submission write up, basic conditions statement, other evidence that support the plan, i.e. green spaces etc. The group can apply for up to £17000.00 in total which could be a 3-year project to manage the current circumstances. This can be flexible and we may be able to apply for the underspend in previous grants. JW advised that grants are not given for more than £9000.00 in one application.

The group to looked at the budget incorporating postage with freepost envelope. Questions were asked about leaving the completed surveys in central places in the parishes, guidance was read out about the amendments to Covid regs. With easing measures SS suggested that the group are fine to deliver but we must also respect those with shielding measures in place. We shouldn't under estimate the face to face contact when delivering. RCM suggested not sending people to the surgery to drop off but to look at alternative sites possibly the Village Hall porch. If we are delivering by hand, to ensure the group have appropriate PPE. A procedure will be put in place and not post surveys.

PB suggested leaving a cost in just in case circumstances change but we need to change this budget to well below £9000. Fleet the Church is still closed so arrangements may need to be made in Fleet. KK clarified the budget is for 20-21. DT will update the budget and circulate.

Action DT

The website cost is the most controversial cost, do we need and enhanced website. DT felt that with Covid 19 that a website should be imaginative, it is not about the content but the impact. Not convinced that people find the website interesting. KK reported that this was discussed before, the current website is sufficient as a NP is not going to be exciting, but look at further social media i.e. Facebook, Instagram etc. and create more interest that way. DT noted that other websites not necessarily NP sites use of colour and are more dynamic. We could add items on the natural habitat around here, maybe we can put more on the website about local walks etc. to increase a sense of community. SS anyone that is already interested in the NP the current site carries all that is needed, SS noted the school Facebook pages are used much more, also Instagram. SS felt it is adequate and JC agreed. MTH commented on the costings, the current site is a free add to the CBPC site only cost is the domain and hosting, to update the site would be a cost of £200 plus VAT to be in the same format as the CBPC site. MP agreed with SS regarding engagement on the website. The group need to engage more younger people using other forms of social media. FT explained

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that there are many other community groups, Facebook is the best way to engage the 30-40-year old's. Also, it would be useful to have somewhere to leave a comment on top of the survey info. PB had been looking at the Upper Marshwood Vale NP and commented that our NP website is not fit for purpose and the group should get an external view on this. Our NP website should be more interactive. Not all the SG are on Facebook but these formats are needed to engage the younger people. JW commented on the Milborne St Andrew Facebook page, being very active, and the use of the community sites to direct them to wherever the NP information is held. 80% of the groups have had a website. JW explained that the Milborne St Andrew NP was added on to their PC website. MTH suggested that the website is used as a filing a cabinet and using the social pages to guide people to this information. There was no over whelming support for a new website, a formal quote for the update of the website will be gathered. £200 plus VAT will be included into the budget, and add £100 for costs on social media promotions. All agreed. All were asked to send snippets or photos to add to the Facebook page to KK and FT. The budget needs to be submitted to locality, so the group will meet again in 2 weeks to consider the revised budget.

8. Items for Website, Facebook & Newsletter- All to send KK & FT items for the Facebook page.

9. AOB-none

10. Next Meeting date 8th June 2020 at 7pm via Zoom

Meeting closed at 9.03pm

Minute No	Action	Member	Completed
26/05-6	Contact new NP officer at DC	JW	
26/05-6	Provide a copy of the call for sites proforma	JW	
26/05-6	Look at previous surveys to see what else may be needed	JW	
26/05-6	List what is still needed from previous surveys	All	
26/05-6	List what is needed to be revisited from previous surveys given Covid-19	All	
26/05-7	Update budget	DT	
26/05-7	Quote for website update	MTH	
26/05-7	Send pics and info to KK & FT for Facebook	All	

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