

# **Puddletown Neighbourhood Plan Steering Group**

## **Meeting Minutes**

**8<sup>th</sup> October 2018**

**Rodhill Meeting Room, Puddletown**

### **Present:**

Peter Churchill (PC) (Chair)

Jane Cox (JC)

Janey Gordon (JG)

Mary Miles (MM)

John Ridout (JR)

Sandra Shaw (SS)

### **Apologies:**

Paul Langdon

Janet Ranger

#### 1. *Agenda:*

The Habitat Regulations Assessment (HRA) was added as the new point 5 on the Agenda.

The Agenda of the meeting was then approved.

#### 2. *Minutes of the Last Meeting:*

The Minutes of the last meeting were approved.

The Matters Arising were reviewed:

- PC has contacted Locality with respect to technical support with Site Assessment; this will be discussed later in the agenda.
- PC has contacted Locality with respect to the quality assessment of the draft plan; this will be discussed later in the agenda.
- Following a time for comment by all SG members, the template for the Neighbourhood Plan has now been **agreed**.
- JG has not yet sent out the updated template document, including the comments received at the last meeting. She will now do following the discussions at today's meeting (see Next Steps below).

- PC will send the updated template document to Feria once he has received it from JG (see Next Steps below).
- The status of the Business and Employment policy will be discussed later in the agenda.
- The draft Environment (by JG), Physical and Social Infrastructure (by PC), and Safety and Security (by PC) policies have been drafted, and will be discussed later in the agenda.
- The courtesy letter has not yet been sent to developers and landowners. PC still needs to obtain addresses from PL.

**Action PC**

- MM will supply PC with an address for the Brymer Trust.

**Action MM**

3. *SEA Points of Compass Analysis Zones:*

The draft zones as prepared by PC were discussed.

It was **agreed** that Zone 1 would have the field to the north of the weigh bridge added to it.

It was further **agreed** that Zone 2 would be divided into two; one east of the Blandford Road, one west of the Blandford Road.

On that basis the proposed zones were **agreed**.

PC will now prepare an updated map describing the zones, and will send the zones to the SEA contractor, AECOM.

**Action PC**

4. *Site Assessment and Quality Checking Support:*

PC reported on his contact with Locality. Both the Site Assessment and Quality Checking technical support were available to the Puddletown Neighbourhood Plan. Unfortunately no information concerning time scale or content of the support could be provided by Locality; only AECOM can provide this information.

PC will now contact the AECOM SEA contact in order to obtain further information.

**Action PC**

5. *Habitats Regulation Assessment:*

PC summarised the content of the draft HRA report. Minor technical errors were noted. The main conclusion is that further analysis is required concerning the impact of housing development on Poole Harbour and the Dorset Heathland.

It was **agreed** to proceed with the conclusions of the HRA and request further analysis. PC will contact AECOM with this conclusion, and also inform them of the few technical comments.

**Action PC**

6. *Environmental Policy:*

JG presented the draft Environmental Policy. It was noted that this policy area is extremely complex in terms of context, formal responsibilities and policy description.

After some discussion it was **agreed** that JG would summarise the policy into a limited number of bullet points noting the objectives and main points to be included in the policy. The context and responsibilities are available in the SEA and HRA. These can be added later by Feria when drafting the Plan.

**Action: JG**

7. *Physical and Social Infrastructure Policy*

PC presented the draft Physical and Social Infrastructure Policy. A few comments were received (cross reference with Environmental Policy; reference to CLIP; reference to the Church). The draft policy was then **agreed**.

PC will update the text on the basis of the comments received, and send it to JG.

**Action: PC**

JG will then incorporate the text in the Plan template.

**Action: JG**

8. *Safety and Security Policy*

PC presented the draft Safety and Security Policy. A few comments were received (traffic speed; safe parking; CCT cameras). The draft policy was then **agreed**.

PC will update the text on the basis of the comments received, and send it to JG.

**Action: PC**

JG will then incorporate the text in the Plan template.

**Action: JG**

9. *Business and Employment Policy*

Preparation of the text is underway.

**Action: MM**

JG will then incorporate the text in the Plan template.

**Action: JG**

10. *Next Steps*

JG will update the Plan template and send it to the SG by Monday 15<sup>th</sup> October.

**Action: JG**

PC will then send the document to Feria for input to the draft Plan.

**Action: PC**

11. *Any Other Business*

There was no other business

12. *Date of Next Meeting*

The next meeting was set for Tuesday 6<sup>th</sup> November 2018, at the Rodhill Meeting Room at 19:00.

The meeting then closed.

*Minutes prepared by PC*