

Page	Section	Comment	Action	Who	Status
	TOR	Register of Interest put on Web-site	Form to be sent to KT for distribution to NHPG. KT to distribute. Signed forms (in redacted format) to be loaded up onto web-site by JH.	KT - forms to be uploaded	C/F
	TOR	Clarification	NHPG reports back to council but is not controlled by Council	Noted	
		Web-Site	JW advised that NHP needs to be open and transparent, all documents to be loaded up onto NHP web-site including minutes etc	JH	Closed
1	1.3	Replace 'xxxx'	Area designated by NDDC – '16th Sept 2013' https://www.dorsetforyou.gov.uk/article/404254/North-Dorset-neighbourhood-area-application-and-designation	JW	Closed
2	1.7	Align NHP with NDDC Local Plan	Replace '10 years, to 2026' with '15 years to 2031'	JW	Closed
4	2.1, 2.2, 2.3	Geography	Bernie to lead in adding details about Geography; 'greenstone ridge'; look into adding more maps; expanding to add the Scheduled Monument Sites emphasising Shaftesbury's uniqueness; look into adding 'topical' plans; ariel designated routes; Hardy way; highlight the fact that Shaftesbury is a heritage destination; add any Melbury Abbas heritage/interesting sites.	BE, RTh, SM	Closed
4	2.2	Map	John wanted to know purpose of the map - showed high density of historic sites; look into seeing if the map could be improved on.	BE/JP	15/12/16 Sub-maps are to be produced that aren't so 'busy' as the existing maps & at the right scale.

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4	2.4	History	Review history section to add more history of area - with Carol, Mick Hicks and Richard Thomas	MH, RTh, CA	15/12/16 C/F - should the history of the caves be added?
6	2.14	Bypass - Map	Bernie to add a map for Bypass	BE	15/12/16 C/F
6	2.14	Bypass - Lack of Longterm solution	<i>Do we need to mention here safeguarded route for Bypass</i> ' answer to query 'Yes' Add an extra paragraph regarding the importance of the bypass. State that there is a lack of long term plan.	RTh, JP, WK, SM JW to review after team produce additional paragraph	15/12/16 Comments added into plan, now requires JW review.
8	3	SWOT Analysis	RTh suggested adding a 'SWOT' analysis to the Vision Section	RTh	Closed
10	3.14	Anymore Key Issues	All review to see if there are anymore key issues missing - however, must have a solution to add in. James mentioned employment.	JH	C/F - key issue #5 - employment - eg Hitech
10	3.14	Key Issue - lack of Cycleways	John/Bernie/William commented on a lack of cycleways and paths - need a strategic diagram and paragraph detailing solution	BE/JP/WK	15/12/16 JP & WK have provided cycle ways.
10	3.10	Importance of SAM & Trees & wild life/fauna	Possibly expand section slightly to indicate unique situation having 6 Scheduled Ancient Monument (SAM) sites and strong feelings towards protecting Trees/wildlife & fauna as expressed in survey question results (O41)	BE/RTh - Tree Group & Open Spaces JW	15/12/16 Detail needs to be added.

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11	4	A30 Employment Land	This section is the least formulated. Could almost become the 'project section'; £2.6M Employment site - business category stated in Local Plan 'B' Classes. Could be changed to 'D' via NHP to have wider range of uses than 'B'. Initial meetings to be had with the Landowners. Anticipated to provide 980 jobs.	RT	15/12/16 Option diagram to be added with some text from RT. Proving to be not straightforward.
12	4	Project: Cockrams Community Hall	Add in project details - diagram and paragraph regarding Cockrams Development - Leo Williams and Ray Humphries to be contacted to do this	RT	15/12/16 To be added by KT - received confirmation from LW & RH that there is no problem with loading in the architects plans.
11	4	Project: Melbury Abbas Community Hall	Simone commented that the current Community Hall is on a landslide so may need to re-build. A diagram is needed and paragraph of the project.	SM/WK	15/12/2016 Village Hall committee - current hall has subsidence issues; rebuild proposal estimated costs are £750k; refurbishment is to cater for disabilities.
12	4	Local Green Space (LSG) - Shaftesbury & Melbury Abbas, Cann	List required of all designated Local Green Space (can include privately owned) to have strong protection in the future and not to be built on. Photos of each location to be provided. <i>(Template and background to be provided by JW - Completed)</i>	JP/SM Assistance from KT on populating templates from JP/SM	15/12/16 ongoing - KT C/F
12	4	Map	Map to be produced electronically showing the location of all of the open spaces	BE/JW	Started by BE C/F

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13	4	'Notes'	Update to be written and communicated back to JW regarding status of Shaftesbury School – Gym/Tennis Court/Bowling Club – building onto white land/Cricket Club/Swimming Pool/Allotments – A30 land transfer	RT	15/12/16 C/F
14	4	Tizzard - Planning Application & SHLAA	Cllr Jo Francis to update on status of Housing Development Planning Application on land south of the A30 owned by Mr Tizzard. Applied on SHLAA - put in to consideration after ten years.	JF	chaser email C/F
14	4	A30 Employment Land	Diagram to be re-done under section 4	RT with DCC/NHS/Pers immons	C/F
16	5.1	The Town Centre area requires re- definition.	Question raised by JW requires answering by the group and the map redrawn by Bernie and Richard Thomas to maybe include Tescos etc.	RTh/BE	15/12/16 Town Centre Map was provided by BE with revised changes. These were scanned and the changes didn't show up well. Revised/clearer plan required.
16	5.1	Conservation Area	Note to all - can't extend the Conservation Area through the Neighbourhood Plan, but can express a 'wish' to do this.	Note Only	N/A
18	5.8	Shop frontage	Kevin Morris to be contacted – NDDC conservationist – RT to take photos of Shop Frontage and make suggestions – NDDC shop guide was based on Blandford. BE suggested Brighton & Hove	RT - Shop Frontage evidence base	15/12/16 Update to be supplied after Xmas
18	5.8	Street Furniture	Standardisation or recommendations on Street Furniture and Lighting to be included in the NHP.	CA	15/12/16 Update to be supplied after Xmas

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18	5.8	Signage	Request to ask Jo W. views on Signage around Town Centre and what can be included in the NHP. Email from JW(consultant): https://content.historicengland.org.uk/images-books/publications/streets-for-all-south-west/south-west-streets.pdf/ which the group could look at to see whether they feel there are key elements that are appropriate to Shaftesbury, and indeed Reclaiming Our Rural Highways by the Dorset AONB team http://www.dorsetaonb.org.uk/our-work/rural-roads/reclaiming-our-rural-highways is appropriate to the more rural areas of the NP area.	KT	15/12/16 email response from JW - sent to CA, RTh & MH for adding in signage etc to NHP
18	5.8	Car Parking added to Map	BE to add location of Car Parking with number of spaces onto a map. Could have photos taken at peak times to show how well parking used. NDDC parking survey is out of date. Expensive (£9k) to request a survey; could be conducted by volunteers.	BE/RT	15/12/16 C/F
19	5.8	Longmead Car Park	It is unclear where this Car Park is and whether it is an Employee Car Park only. To be determined.	NHPG	C/F
19	5.8	Cattle Market 'Access'	RT to ask Steve Savage, DCC Highways if there would be any highway objections or any highway considerations needed to be taken into account with potential change of usage of the Cattle Market.	RT/JF/Mervyn Jeffery	C/F

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19	5.9	Cattle Market	<p>NDDC are the landowners and the land is leased by an Auctioneer. Advise is to speak with the Landowners to see if can negotiate a different outcome other than another housing development (20 houses in 10 years time). 17/11: D Walsh offered to contact M Rouke regarding the status quo regarding the Cattle Market.</p> <p>15/12/16. Strategic land use issue - SCA have a lease until 2054; land owned by NDDC. Maybe the NHP can only do an options diagram & provide proof from the questionnaire on usage.</p>	RT/David Walsh/M Rouke	<p>15/12/16 email received from DW stating commercially sensitive information. Note: Cattle Market proving to be complex area.15/12/16. Strategic land use issue - SCA have a lease until 2054; land owned by NDDC. Maybe the NHP can only do an options diagram & provide proof from the questionnaire on usage.</p>
21	6	Type and Mix of New Housing	JW to follow up email regarding HBF evidence for start homes; JW to send email to NDDC to provide breakdown of current need by household size etc	JW/JF	<p>15/12/16 Email received from JW. Information to be incorporated into NP document. No response from HBF.</p>
27	7.7	Melbury Abbas/Cann	Simone & William to review and respond to NB question on p27 - are there any rural features that should be included?	SM/WK	<p>15/12/16 Maps supplied by WK, these have been passed on to JW (consultant)</p>

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29&30	7.8	Locally Important Buildings	Mick Hicks & Carol to review listing of Locally Important Buildings. (Matthew Tagley may be able to help)	MH/CA	15/12/16 extensive work being carried out by the History team.
31	7.9	Important Open Spaces and Views	Policy 10 and Policy 11 to be completed by Open Spaces team and Simone (for Melbury Abbas & Cann)	JP/SM/WK	15/12/16 Maps supplied by WK, these have been passed on to JW (consultant)
		Maps	Bernie to look into and decide on type of Mapping Tool to be used. Get Mapping/QGIS/Blue Sky Information	BE	Get Mapping' is what most parishes use - 30 day free trial. C/F