

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 18th April 2017 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.35 hours.

Present:

Liz Brierley
Peter Dye
Bill Davidson
Bill Egerton
Sue Elgey
Tony Ferrari
Sue Higham
Andy Hohne
Keith Hudson
Colin Marsh
Andrew Price

1. Apologies

Apologies were received from Katrina Blee (family illness), Keith Johnson and Huw Llewellyn.

The chair (KB) had contacted Bill Egerton and suggested he chair the meeting in her absence.

BE asked if in the interests of openness there were any other members willing to take the chair. In the absence of any volunteers or nominees BE agreed to take the chair for this meeting.

Sue Elgey, Sue Higham and Andy Hohne who had attended recent meetings as observers confirmed that they wished to become regular members of the steering group and this was agreed.

It was noted that the list of Steering Group members and their contact details would need to be updated and circulated.

Action: CM

2. Minutes of Previous Meeting

The minutes of the meeting held on 21st March 2017 were approved as an accurate record and passed to the Chair for endorsement.

3. Actions from the previous meeting (not otherwise on the agenda)

- a) In response to a question from AP, BE confirmed that the grant funding payment had been approved and would be credited to the Neighbourhood Forum account shortly. The total amount was £7096.00 and is to cover consultant charges, newsletters, printing, etc.
- b) CM confirmed that the thank you to Tony Heathershaw in respect of provision of the logo's had been actioned by KB.
- c) Legal advice from Nick Cardnell (W&PBC) was still awaited.

Action: KB to follow up.

- d) CM noted that items 8 and 9 from the agenda for the March meeting had been deferred and a decision was required in relation to establishing the sub-groups and their terms of reference. The chair suggested that item 6 on the agenda (sub-group reports) be brought forward to item 4 so as to precede correspondence and that the status of sub-groups be dealt with under this item.

4. Sub-group reports

The Place Appraisal sub-group minutes of the meetings held on 4th and 11th April were approved as a correct record and passed to the chair for endorsement.

On behalf of the Place Appraisal sub-group PD outlined the purpose of the place appraisal and provided an update on the meeting with Nick Cardnell of Weymouth and Portland Borough Council earlier that day. The place appraisal was seen as a means of capturing a wide range of evidence as to the current profile of the neighbourhood area and the way in which this had developed over time. It was suggested that the place appraisal would provide a useful baseline for developing policies and would be incorporated as a primary source of reference within the neighbourhood plan. The meeting with NC on 18/4/2017 had been useful and it was ascertained that the local authority would be able to assist with the provision of key data but most of the research would still be need to be done by the group due to limited local authority resources.

The question was raised as to whether the place appraisal should be completed before the work of the sub-groups began. In response to a question from SH it was suggested by PD that the place appraisal would take 2 to 3 months to complete since much of the information already existed. TF suggested that the work of the place appraisal and topic sub-groups could be conducted in parallel and this view was supported by a number of others who considered that the sub-groups could undertake preliminary work on detailed questions that would have to be addressed following the initial stakeholder survey response.

It was finally resolved that the topic sub-groups work in parallel with the place appraisal sub-group and that the work of the latter be completed prior to further public consultation on specific topic areas taking place.

In discussing sub-group membership BE suggested a need for additional members of the Place Appraisal sub-group while TF felt this would leave people availability overstretched with regard to the topic sub-groups. AP suggested that the Place Appraisal sub-group could allocate tasks to individuals as and when required in order to provide additional resource.

BE asked the minute secretary to identify the sub-groups agreed at a previous meeting. The minutes of the February meeting confirmed seven proposed sub-groups. Volunteers from the community to become involved with the work of various sub-groups had been sought at the village coffee morning in March. Based upon this, the initial membership of each sub-group was confirmed and along with additional volunteers from the Steering Group at this meeting the sub-groups and their current membership were confirmed as follows:-

Sub-group	Volunteer members
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Biodiversity and the Natural Environment	Katrina Blee, Colin Marsh.
Employment, Business and Tourism (inc. IT/Communications)	Sue Higham, Andy Hohne,
Heritage	Bill Egerton,
Housing and Planning	Liz Brierley, Jez Cunningham, Bill Davidson, Tony Ferrari.
Land Use and Conservation	Mike Blee.
Place Appraisal	Bill Egerton, Jez Cunningham, Peter Dye, Andrew Price.
Sports and Recreation	Liz Brierley, Peter Dye, Sue Higham.
Transport	Sue Elgey, Colin Marsh.

Keith Hudson wished to reflect on his decision as to sub group membership.
Keith Johnson and Huw Llewellyn are to be contacted.
The membership of all sub-groups remains open.

AP urged caution regarding the Housing and Planning sub-group starting work immediately in view of the work being undertaken by the Place Appraisal sub-group particularly in respect of the development boundary. After discussion, the prevailing view was that all sub-groups could undertake valuable preparatory work and it was agreed to initiate the work of each sub-group and request a report back on progress at each subsequent steering group meeting.

It was agreed to summarise and publicise the sub-group membership.

Action: KB/CM

5. Correspondence

4a. An E-mail from the Springhead Pub to KB regarding the possible impact of the Neighbourhood Plan on the development potential of the pub and its grounds.

It was decided to reply to Jo and Karen at the Springhead informing them of the unanimous and strong support for the pub expressed by the public in the survey last October and the vital role that it is seen as having as a focal point of the community. Once any specific discussions occur which affect the Springhead Pub, full and open consultation with all stakeholders will take place.

Action: KB

4b. An e-mail from Historic England offering their services to support the Neighbourhood Plan was noted and suggested as a key source of evidence for the Place Appraisal sub-group.

Action: KB/ Place Appraisal sub-group

4c. An E-mail from Nick Cardnell (Weymouth and Portland Borough Council) advising that

legal advice as to the liability of steering group members was still awaited from the legal department. KB to follow up.

Action KB

4d. An E-mail from Ivan Tennant of AECOM enquiring as to any additional consultancy services that they may be able to provide. Agreed to inform Ivan that we will contact them as and when a future need arises.

Action: KB

4e. Information from Brian Wilson and Associates identifying key evidence sources. This has been circulated and the attention of the various sub-groups is drawn to this.

Action: all sub-groups.

4f. E-mail from Oliver Rendle confirming the next meeting of the West Dorset Climate Change Group as 19/6/2017. A member of the Housing and Planning sub-group to attend.

Action: CM/ Housing and Planning sub-group.

4g. Proposal and Quotation from Brian Wilson and Associates for consultancy services – (i) Place appraisal, (ii) Residents survey, (iii) Sub-group support.

It was agreed to accept the proposal and quotation (£880 plus £42 travel) for the place appraisal support with immediate effect and leave a decision on the other two proposals until the next Steering Group meeting.

Action: KB/ Place Appraisal sub-group.

5. Arrangements for Consultation with Stakeholders.

The draft letter to stakeholders prepared by KB following the decision of the March Steering Group meeting had been circulated in advance. TF suggested that the landowners section needed to be much more explicit with regard to the precise stages of the consultation process and that the relevant sub-group needed to define this process. It was further suggested that the letter include a paragraph explaining that a detailed consultation procedure was being developed and this would be communicated to them in due course. BD was concerned that since stakeholders had not been clearly defined he was uncertain as to whom the letter was to be sent.

Following brief discussion LB proposed that the Housing and Planning sub-group prepare a consultation proposal and revised covering letter along with a list of landowners for consideration at the next meeting of the Steering Group and this was agreed.

Action: Housing and Planning Sub-group

The chair deferred discussion on the use of a shared worksite such as 'Dropbox' to the next meeting.

6. Any Other Business

- a) TF suggested that due to the potential workload placed upon the Housing and Planning sub-group consideration be given to splitting this into two groups to deal with housing locations etc. and architectural standards. No decision was taken.
- b) BD asked for it to be formally minuted that in his role as hard copy archivist he had discovered that a batch (numbers 19 to 36) of community surveys from October 2016 were missing. BD confirmed that he had no knowledge as to the whereabouts of the

surveys and he understood that these having been left in the Mission Hall some while ago they were handed to Katrina Blee who reports having passed them on to the then Secretary Mark Cribb. Mark has no recollection of this and he does not believe them to be in his possession.

Action : KB/ MC

- c) Noted that the date of the next meeting will be Tuesday 16th May 2017 at the same venue at 19.30 hours.

The meeting concluded at 21.26 hours.

NB : BD gave his apologies in advance for the next meeting.