

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

Topic sub-group - PLACE APPRAISAL

Date of Meeting 01 August 2017

Time of meeting from 10.00 to 11.15

Location of Meeting - Northdown Farmhouse

Present: Peter Dye, Bill Egerton, Colin Marsh (arrived late at 10.47), Andrew Price.

Apologies: Jez Cunningham

Key Discussion Points

- PD facilitated the meeting. The minutes of the meeting held on 11th July 2017 were agreed as a true record.
- Matters arising from the minutes :–

PD went through the various actions outlined in the previous minutes and the progress on each section of the Place Appraisal document was noted. An initial draft document had been produced and placed on Dropbox by PD. Further work was however necessary in respect of each section before a final draft was produced for the Steering Group and a subsequent meeting with Julie Tanner (consultant).
- In discussing a timetable moving forward it was agreed to produce a final draft Place Appraisal document by Friday 11th August. This would then be distributed to the Steering Group for discussion by 14th August before being forwarded to Julie Tanner as an amended document. This would provide the focus for a proposed meeting with Julie Tanner on 23rd August.
- A brief discussion took place on issues to be addressed once the Place Appraisal document was agreed, these included, how it was to be communicated to the village, publication of electronic or printed versions .It was agreed to defer a decision on these until a later meeting.
- It was agreed that some work was needed to ensure a consistency of style and that some maps produced by AP would be formatted by BE using mapping software. PD commented that the final section on Summary and Conclusions would require further discussion.
- PD raised the issue of whether content was required on community facilities such as the pub and footpaths. BE suggested a number of headings in this respect including 'census, business, shopping, social facilities and transport'. AP suggested adding 'recreation'. PD agreed to action this by providing a summary of these topics within section 4.

- In relation to the work of the sub-groups it was suggested that they would be able to build specific detail upon the underlying Place Appraisal template.

A date for the next meeting is to be arranged.

The meeting closed at 11.15 hours.

Actions

Finalise the key sections of the Place Appraisal document as follows for inclusion in the full draft by 11th August 2017 latest :-

PD – Introduction, Sense of Place, Current Shape and Demographics.

AP – Village Setting and Development

BE – Character of sub-divisions

PD - Produce a draft Place Appraisal document and circulate to the Steering Group by 14th August 2017 with a recommendation that following review and any amendments this be forwarded to Julie Tanner (Consultant).

PD – Confirm with Julie Tanner the proposed meeting on 23rd August to discuss the draft document.

PD – Add summary content on census, business, shopping, social facilities, transport and recreation to Section 4 of the draft document.