

# **Sutton Poyntz Neighbourhood Plan Steering Group**

**Agenda for meeting on 21<sup>st</sup> November 2017 to be held in the Blue Duck Bar of the Springhead Pub, Sutton Poyntz commencing at 7.30pm.**

- 1. To Receive apologies**
- 2. To Approve the minutes of the previous meeting held on 31<sup>st</sup> October 2017 (request for amendment tabled by LB and attached).**
- 3. To Receive an update on actions arising from the Steering Group Meetings held on 17<sup>th</sup> October and 31<sup>st</sup> October (not otherwise on the agenda)**
- 4. To Address items of correspondence (attached)**
- 5. To Receive a progress report from the Consultation Survey Working Party (attached) and confirm arrangements for the Stage Two consultation process.**
- 6. To Receive reports from sub-groups on matters other than those related to Item 5 on the agenda.**
  - a) Place Appraisal ( see record of meeting PA231017)**
  - b) Biodiversity and the Natural Environment ( see record of meetings Bio191017, 261017, 021117)**
  - c) Employment, Business and Tourism including IT/Communications .**
  - d) Heritage ( see record of meetings Her 111117, Her 161117)**
  - e) Housing and Planning**
  - f) Sports and Recreation**
  - g) Transport ( see record of meeting Trans251017, 2and31117)**
- 7. To Review progress against the 2017 Neighbourhood Plan Timetable (attached)**
- 8. Any Other Business**
- 9. Date and Time of the Next Meeting**

To confirm the date and time of the next meeting as Tuesday 19th December 2017 at 7.30pm.

CORRESPONDENCE FOR THE STEERING GROUP MEETING ON 21/11/2017.

ITEM 4 - RESPONSE TO DRAFT HOUSING NEEDS SURVEY FROM NICK CARDNELL, W&PBC.

**From:** Nick Cardnell <[NCardnell@dorset.gov.uk](mailto:NCardnell@dorset.gov.uk)>

**Sent:** 16 November 2017 11:54

**To:** 'Katrina Blee'

**Subject:** RE: couple of things

Katrina,

Teresa has now come back to me and believes the draft survey seems to be comprehensive. She did however provide a general point. Have you thought through what answers you want and therefore have you asked the right questions to satisfy that point?

I would see no harm with including an additional question on exception sites. Teresa has also helpfully supplied the following data table. The housing need figures for Preston are set out below. For Sutton Poyntz she found two applicants – one for one bedroom shared ownership and the other for one bedroom sheltered housing.

| <b>Preston – October 2017</b>                | <b>Count</b> |
|--|--------------|
| 1 bedroom                                    | 1            |
| Couple requiring studios or 1 bedroom        | 13           |
| Family requiring 2 bedrooms                  | 19           |
| Family requiring 3 bedrooms                  | 8            |
| Family requiring 4 bedrooms                  | 1            |
| Single person requiring studios or 1 bedroom | 36           |
| <b>Grand Total</b>                           | <b>78</b>    |

**Nick Cardnell**

**Senior Planning Officer – Planning (Community & Policy Development)**

**Dorset Councils Partnership serving:**

North Dorset District Council, West Dorset District Council and Weymouth & Portland Borough Council

REQUEST TO BE CONSIDERED UNDER ITEM 2 OF THE AGENDA.

From: Elizabeth Brierley

To: Colin Marsh; Katrina Blee; Susan Higham; Sue Elgey; Huw Llewellyn; Peter Dye; Tony Ferrari; Keith Johnson; William Egerton; Keith Hudson; Bill Davidson; Andy Hohne; <[neighbourhood@suttonpoyntz.org.uk](mailto:neighbourhood@suttonpoyntz.org.uk)>; Brian Wilson Associates; Terry Pegrum

Sent: Thu, 2 Nov 2017 19:09

Subject: Re: Minutes of Steering Group meeting 31/10/17

Colin,

Apologies for the last, sent too soon, was intending to say that my recollection was different to yours on point 3.1 could you please consider amending to read:

BE asked EB whether she could chase up the Treasurer on the amounts spent to date because he had been unable to renew the grant funding as information on the amount spent to date had not been received from The SPS's Treasurer. This was now urgent as there were two invoices outstanding. EB suggested he contact the Treasurer directly rather than going through her. She also questioned how long the request had been with the Treasurer and BE confirmed he had requested it on 11 October. EB commented this was hardly fair criticism given the Treasurer had been on holiday from shortly after the request. BE apologised and withdrew his comment. EB then asked whether the recent invoices had been given to the Treasurer for payment and BE confirmed they had not.

And for the record, (not for the minutes) I recall that Bill was tasked with this at the September 19 meeting so blaming the Treasurer who had not been asked for the information until a month later is inappropriate. Furthermore I understand that the comment that the bills could not be paid until the application went in was incorrect as funds are available. The reason they have not been paid is that Bill has failed to pass them on to the Treasurer! I have copied in the Treasurer so he is in the loop.

Bill please send the invoices on for payment to the Treasurer soonest, and may I refer you to Matthew 7 v3-5?

Regards,

Liz

**SUTTON POYNTZ NEIGHBOURHOOD PLAN - DETAILED TIMETABLE FOR 2017**

| ACTION  | COMPLETION DEADLINE         | BY WHOM                   |
|---|-----------------------------|---------------------------|
| PRODUCE DRAFT PLACE APPRAISAL HARD COPIES (15)  | 31/10/2017                  | PD/BE                     |
| PRODUCE DRAFT HOUSING NEEDS SURVEY  | 31/10/2017                  | B WILSON                  |
| AGREE AND PRODUCE DRAFT QUESTIONS FOR NEXT PUBLIC CONSULTATION  | 31/10/2017                  | SUB-GROUPS                |
| CONSIDER AND AGREE DRAFT PLACE APPRAISAL AND QUESTIONS FOR NEXT PUBLIC SURVEY (OR IDENTIFY FURTHER WORK NEEDED)                     | 31/10/2017                  | STEERING GROUP            |
| AGREE COMPOSITION OF PUBLIC SURVEY SUB-GROUP  | 31/10/2017                  | STEERING GROUP            |
| AGREE NEWSLETTER BY E-MAIL ROUND  | 16/11/2017                  | SURVEY SUB-GROUP          |
| DISTRIBUTE NEWSLETTER   | 19/11/2017                  | SURVEY SUB-GROUP          |
| SURVEY SUB-GROUP TO MEET AND PRODUCE DRAFT HOUSING NEEDS SURVEY (HNS), POSTER FOR COFFEE MORNING, STAGE TWO SURVEY(STS), NEWSLETTER | 21/11/2017                  | SURVEY SUB-GROUP          |
| FURTHER WORK UNDERTAKEN WHERE NECESSARY ON DRAFT PA AND SURVEY  | 21/11/2017                  | SUB-GROUPS                |
| STEERING GROUP ENDORSE PLACE APPRAISAL (PA) , HOUSING NEEDS SURVEY (HNS) AND STAGE TWO SURVEY (STS) AND COVERING LETTER             | 21/11/2017                  | STEERING GROUP            |
| AGREE ARRANGEMENTS FOR PRINTING, ACCESS AND DISTRIBUTION OF PA,HNS,STS.   | 21/11/2017                  | STEERING GROUP            |
| AGREE DATES AND ARRANGEMENTS FOR PUBLIC CONSULTATION MEETINGS RE SURVEYS AND PA   | 21/11/2017                  | STEERING GROUP            |
| DRAFT PLACE APPRAISAL AND PUBLIC SURVEY LAUNCHED AT COFFEE MORNING  | 01/12/2017                  | STEERING GROUP            |
| DISTRIBUTION OF HOUSING NEEDS SURVEY AND STAGE TWO SURVEY   | 01/12/2017 - 05/12/2017     | STEERING GROUP            |
| CONSIDER FURTHER PUBLIC CONSULTATION MEETINGS (OPEN DAYS) RE PA AND SURVEYS   | DECEMBER -DATE TO BE AGREED | STEERING GROUP            |
| SUB-GROUPS TO CONTINUE TO BUILD EVIDENCE AND DRAFT POLICIES FOR FIRST DRAFT NEIGHBOURHOOD PLAN AND REPORT ON PROGRESS               | 19/12/2017                  | SUB-GROUPS                |
| REVIEW PROGRESS OF PUBLIC CONSULTATION  | 19/12/2017                  | STEERING GROUP            |
| CONFIRM ARRANGEMENTS FOR ANALYSIS OF PUBLIC CONSULTATION FEEDBACK.  | 19/12/2017                  | STEERING GROUP            |
| COLLATE PUBLIC CONSULTATION FEEDBACK  | 05/01/2018                  | STEERING GROUP            |
| CONSIDER PUBLIC CONSULTATION FEEDBACK RESULTS AND ANALYSIS AND AGREE NEXT STEPS   | 16/01/2018<br>20/02/2018    | STEERING GROUP/SUB-GROUPS |



## SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

### Stage Two Survey Sub-Group

#### Summary of main decisions

##### Newsletter

It was agreed that a newsletter should be prepared and distributed in advance of the surveys outlining the work undertaken by the SG since the last newsletter (March 2017) and giving information about the forthcoming Stage Two consultation.

##### Covering letter

A covering letter is essential to accompany the surveys to point out the difference between the two surveys and instructions for completion etc.

##### Order of questions

Agreed that topics would be presented in alphabetical order.

##### Survey format

1. Agreed that the survey should be A3 folded with a centrefold map for reference.
2. Points of grammar and consistency addressed throughout to make a coherent document.
3. ‘.. or disagree’ removed from questions, and instead all answer options given as Strongly Agree, Agree, Disagree, Strongly Disagree, bar those regarding internet/mobile which were agreed to be Very Satisfied etc., and Excellent, Good, etc.

##### Addition and deletion of questions

1. Questions on key views and Place Appraisal drafted and added.
2. Question on principle of producing green space list added.
3. Questions on suggestion for locations added in EBT and Sports and Rec.
4. When tested on non-SG members and survey sub-group members, it became clear that some people do not understand the question about the W Water and pub garden/car park site. Much discussion took place and advice sought from Brian Wilson. At one point deleting the question and amending the previous question to list possible sites for inclusion within the development boundary (DB) was considered, however Brian advised against this, stating that the normal procedure would be to establish whether the community was happy or not to redraw the DB, then do a call for sites from landowners, have those sites put forward independently assessed in planning terms and finally to ask the community their views on a short list of sites. With all this taken into account it was decided to delete the W Water/pub garden & car park question. The Housing & Planning Sub-Group were consulted, only one reply was received, from the Chairman, who was happy with this decision.

##### Map

1. Also following initial feedback, changes were agreed to the map to make the village centre map clearer and the sub-group was very grateful for Bill Egerton’s expertise which enabled a very clear map to be drafted to assist the reader in answering the questions in the survey.
2. The use of grid references was considered but not thought necessary.

##### Revision of context statements and questions

1. All context statements and questions were scrutinised where felt necessary these were amended for clarity or to remove any leading phrases, and to accurately reflect national planning policy and the opportunities available under the NP process.
2. In the absence of minutes from the Heritage Sub-Group, it was unclear what criteria was used to draw up the draft list of local heritage assets and as a result queries was raised with that sub-group. Heritage Sub-Group provided evidence of a valid basis for the scoring criteria which was based on Historic England guidance. The context statement was amended to describe this process accurately.
3. In addition, following their most recent meeting the Heritage Sub-Group amended the draft heritage assets list in that they decided that two individual properties could be grouped under street scene descriptions.
4. Also on the point of the local heritage asset list, it was queried with Brian Wilson whether there is any value within a Conservation Area of a local heritage list; his answer was that there is some potential added value, especially given that the Borough Council’s Conservation Area Appraisal for Sutton Poyntz is both dated and rather thin.
5. Whether or not private properties should be included on the green space and heritage lists was discussed and it was agreed to leave this for discussion at SG.
6. Advice was also sought from Brian Wilson as to whether the community could be asked about locations outside the Neighbourhood Area. The answer was no, so key views were

adjusted to reflect this and one was deleted. The only location remaining in the whole of the survey which is outside the Neighbourhood Area is a suggested hazard point at Verlands/Winslow Road: it was felt this could remain, as if supported it would maybe become an action point rather than a NP policy.

7. It was agreed to ask for a postcode rather than an address in the IT/comms question.

Use of survey monkey

This was considered at length but not thought either necessary or appropriate for this type of survey, especially with the map. Over 95% of previous returns were in hard copy, and as hard copies are provided, it is likely that this method will be the most commonly used for the Stage Two Survey too.

Distribution arrangements and availability of the Place Appraisal

1. It was agreed that when the surveys are distributed, the door is knocked and the distributor to explain the surveys and the Place Appraisal to them, and show them a copy of the Place Appraisal and that they can borrow it by arrangement. Each distributor to be given three copies of the PA for this purpose.

2. A second 'knocking up' to be done nearer the deadline for the return of the surveys.

3. The newsletter, covering letter and surveys also to be emailed to the SPS email circulation and to all landowners as before.