

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 20th March 2018 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.34 hours.

Present: Mike Blee, Bill Davidson, Bill Egerton, Sue Elgey, Tony Ferrari, Keith Johnson, Huw Llewellyn, Colin Marsh, Liz Pegrum.

In the absence of a chairperson Tony Ferrari was invited to chair the meeting and this was agreed.

1. Apologies

Apologies had been received in advance of the meeting from Keith Hudson, Susan Higham and Andy Hohne.

2. To appoint a chairperson.

Following the resignation of Katrina Blee nominations had been invited for the position of chair of the Steering Group. Only one nomination was received, that of Peter Dye, and in the absence of any further nominations the meeting agreed unanimously to elect Peter Dye as chair.

3. To Approve the minutes of the previous meeting.

The minutes of the meeting held on 20th February 2018 were agreed as a correct record and were endorsed by the chair.

4. To Receive an update on any actions arising from the minutes of the previous meeting (not otherwise on the agenda)

Item 4 – CM noted that the action placed on KB of replying to landowners had not been completed and this was to be addressed in relation to Item 5 on the agenda.

Item 5 – BE had completed the action of updating the contact details on the village web site.

Item 7 – BE confirmed that the Declaration of Interests forms had been uploaded to the village web site. The situation regarding one form that required amendment to redact information was uncertain and was to be checked with Katrina Blee.

Action:CM

Item 8 a) – It was confirmed by BE that AH had removed the erroneous reference on the survey results spreadsheet.

Item 8b) – The Stage Two Survey comments had been extracted from the spreadsheet and circulated to sub-groups for their response. LP suggested that a response was not necessary beyond issue of a general note to inform the public that all comments had been taken into consideration. BD supported this view and was concerned that there was little value in a response as it would involve a degree of interpretation of comments and create possible misunderstanding. He suggested a general statement be included on the web site noting that 'all comments had been read and considered, a full transcript had been placed on the web site and noting the value of the feedback provided'.

Item 8c) – It was believed that any additional letters/pages attached to the surveys had been included in the extracted comments, although this was to be confirmed with AH prior to publicising these on the web site.

Action:CM

Item 9d) – BE confirmed that he had received the details of prospective consultants from KB.

Item 9g) – CM had circulated the final draft Transport section for the Neighbourhood Plan, as agreed with Brian Wilson (consultant), to all sub-groups for use as an example of the preferred format.

Item 10 – CM confirmed the arrangements for Brian Wilson and Tim Gale to carry out a visit to assess the various key view and local green space sites on 21st March. BE and LP would accompany the consultants for the key views and CM and Jack Winsper for the Local Green Spaces. It was hoped to cover all sites in the day, however, if necessary a second visit would be organised.

Item 11 – The vision and objectives were to be discussed under Item 10 of the agenda.

Item 12 – It was confirmed that there had been no duplication in the timetable and the requirement existed for two six week public consultation periods once the draft Neighbourhood Plan had been produced.

Item 13 – BE confirmed that the action of a meeting to discuss advance preparation of budgets had not been completed owing to the resignation of KB. He was however satisfied that there were no specific budgetary concerns at the present time.

BD suggested that a message of thanks be sent to Katrina Blee in respect of the valuable work that she had accomplished as chair of the Steering Group since its formation.

Action:CM

5. To Address any items of Correspondence

Item 5a – Responses to Letter to landowners. A response had now been received from Wessex Water, this stated that there was no foreseeable change of land use and outlined a program of continued co-operation with the local community. This was noted.

Item 5b – the e-mail count was noted.

6. To Confirm arrangements for meetings with landowners.

Commenting on the draft letters of reply to landowners LP suggested a change in the wording as appropriate to reflect those replies where a meeting had actually been requested. It was agreed that CM together with Peter Dye as the incoming chair meet to finalise the wording of the letters and agree preferred dates for meetings with landowners. It was suggested that of the dates offered by Brian Wilson, the options of 16, 18 and 19 April were preferred and that the meetings should be held in the Blue Duck bar if it was available.

7. To Receive changes to the membership of the Steering Group and sub-groups

The changes of membership to the sub-groups as outlined in the agenda were noted. Mike Blee was welcomed as a new member of the Steering Group.

8. To Receive the External Audit Report.

The report produced by John Allen and circulated in advance of the meeting was accepted, it being noted that there were no significant data entry errors.

9. To Receive sub-group reports including draft topic sections for the Neighbourhood Plan.

- a) Place Appraisal – BE confirmed that this sub-group had not met since the last Steering Group meeting.
- b) Survey/Consultation – CM outlined the work undertaken since the last meeting of extraction of the general and specific question comments from the spreadsheet along with a summary of the Place Appraisal feedback and of the Housing Needs Survey information and noted that these had been circulated to sub-groups for consideration. Whilst it was agreed to make all of the full data sets available on the village web site, several members questioned the need to provide individual responses to each comment. Feedback from the Housing and Planning sub-group indicated dissatisfaction with such an approach and this was supported by several members present. The primary concern was that this may result in a series of responses and counter responses that would detract from the overall process and would involve a degree of interpretation of responses that may not necessarily be representative of the original intent. It was therefore agreed to publish the full extracted comments from all documents without the inclusion of responses from the Steering/sub-groups. It was agreed that the web site page set up by BE to receive this information was satisfactory.

Comments were invited on the draft Newsletter that had been circulated in advance and discussion again took place on the merits of including a summary of 'types of comments' received against each question, particularly since the full comments would be accessible on the web site. CM was concerned that failure to include a summary would disadvantage those who did not have internet access; while others expressed concern that the summary could be misinterpreted. After a lengthy discussion HL proposed that the Newsletter be published with the comments summary as per the draft provided and this was agreed with one abstention (BD). BD asked that the population estimate of 456 as mentioned in the Place Appraisal be used consistently for the newsletter and on the web site and BE agreed to action this. It was further agreed to add a note to the Newsletter directing people to the web site or a Steering Group member should they require any clarification.

- c) Employment, Business and Tourism – AH had reported by e-mail that a meeting had been held and a draft section for the Neighbourhood Plan produced. Feedback from the consultant had indicated that the issues covered should be dealt with as a series of action points rather than policies and the sub-group would seek to address this with a redraft of the document by the end of March.
- d) Heritage – BE reported that a meeting had been held and a record of this was still to be prepared. However, a draft section for inclusion in the Neighbourhood Plan had been produced and circulated for comment.
- e) Housing and Planning – LP reported that following a recent meeting of the sub-group a draft section for inclusion in the Neighbourhood Plan had been produced and feedback requested. It was noted that the consultant had only seen part of the draft at this stage. LP commented that advice from the consultant that density of housing rather than specific numbers should be included within the Neighbourhood Plan appeared to be contradicted by the Loders Neighbourhood Plan which had included specific numbers and had been 'made'.
- f) Sports and Recreation – due to a lack of members and inactivity of this group CM had joined with KJ to produce a draft section for inclusion in the Neighbourhood

Plan. This had been amended following feedback from Brian Wilson and had been circulated to the Steering Group for comment.

- g) Transport – A draft had been produced some time ago and following feedback from the consultant had been circulated to other sub-groups as an example format. MB reported on the most recent meeting when a review of comments had been undertaken and considered relative to the policies and action points outlined in the draft document. The desire for a 20mph limit received several mentions in feedback, however, having sought further clarification from the Highways Department it was clear that the traffic survey data and accident statistical data did not meet the criteria for an enforceable 20mph zone. TF confirmed that any form of speed limit would require the support of the County Council Highways Department.

The chair noted that subject to receipt of the Employment, Business and Tourism section for the Neighbourhood Plan the timescales against the overall plan schedule had been met.

In response to a question from BE it was confirmed that Flooding was being addressed by the Biodiversity Group.

It was agreed to request responses to each of the draft Neighbourhood Plan sections within 14 days, the responses to be passed on to sub-groups for consideration in a re-draft which should be forwarded to CM prior to the Steering Group meeting on April 17th.

Action: sub-groups/CM

A timeline and arrangements for production of a draft Neighbourhood Plan following the April meeting would need to be agreed.

Action:CM/PD

10. To Consider the draft Vision and Objectives and their incorporation into the Neighbourhood Plan.

CM reported that the draft version and one response suggesting some amendments had been produced 12 months previously and no further action taken in the intervening period, although the intention was that the individual topic objectives would be further developed by the respective sub-groups and included in the relevant sections of the draft Neighbourhood Plan. It was agreed that feedback on the vision and objectives should take place within the same timescale as the Neighbourhood Plan sections.

Action:Sub-groups/CM

11. To Review progress against the Neighbourhood Plan Timetable

The chair provided an overview of the schedule in the current period and noted that the process was on target.

12. To Review the Draft Consultation Statement

CM reported that since this had been passed to the Survey/Consultation sub-group he had now updated this in line with the work initiated by Peter Dye and had confirmed with the consultant that the document was satisfactory. The document had been circulated but no comments were forthcoming from the meeting. TF wondered if Peter Dye may wish to take responsibility for this again.

13. To Receive a report on income and expenditure.

A verbal report was given by LP in which it was noted that the only expenditure since the February meeting had been a total of £275 for consultancy fees. BE noted that there had been approximately £5.5k of expenditure so far and around £3k had been approved, this needing to be allocated before the month end. Around £2.2k had been earmarked for consultancy services and up to £400 would be required for printing of the Newsletter No. 4.

Katrina Blee had alerted the secretary earlier that evening to information from 'Locality' that indicated a change in the funding rules to the disadvantage of Neighbourhood Forums, such that the previous £15k grant funding availability may now be limited to £9k and which would therefore directly affect Sutton Poyntz. BE had contacted 'Locality' and was awaiting a response but was of the view that we may have to seek alternative funding options. TF suggested that he investigate funding options through the local authority in order to attempt to secure sufficient financial support to enable completion of the Neighbourhood Plan.

Action:TF

MB suggested lobbying central Government through the MP's, although the meeting felt that this was unlikely to succeed.

HL asked that a projection of the minimum finance required to see the Neighbourhood Plan through to completion is produced.

Action: BE

14. To Confirm arrangements for the authorisation and payment of invoices.

CM outlined the current arrangements in which the Chair verified the invoices/log of work undertaken and passed these to the Treasurer of the Sutton Poyntz Society for payment. It was agreed that this arrangement was sufficient and should be communicated to the Peter Dye as the incoming chairperson.

Action:CM

BE informed the meeting that having discussed possible changes to the Terms of Reference the Sutton Poyntz Society had decided that no change was necessary in relation to budgets and financial delegation.

15. Any Other Business

HL raised a concern as to the 'floor time' given to visitors at recent Steering Group meetings and the need to manage this more effectively in future. MB suggested that a specific time slot could be offered in order to ensure that there was sufficient time to deal with the main business on the agenda whilst maintaining open representation, whilst TF felt that this had not been a significant enough issue to warrant specific action. It was agreed that it should be left to the chair to make the judgement as to achieving the right balance between open contributions and potential disruption of the work of the Steering Group.

CM informed the meeting that he would meet as soon as possible with Peter Dye in order to ensure that the incoming chair was fully updated on the work of the Steering Group.

Action:CM

The meeting closed at 21.20 hours.

The date and time of the next meeting was confirmed as Tuesday 17th April 2018 at 19.30 hours.