

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting on 9th June 2016 held at the Duck Bar, Springhead Pub, Sutton Poyntz.

Present:

Chris Balfe
Kate Blee
Mark Cribb
Peter Dye
Bill Egerton
Keith Johnson
Colin Marsh
Andy Price
Doug Watson
Polly Watson

BE took the chair.

1. Apologies

Apologies were received from Liz Brierley, Bill Davidson, Tony Ferrari and Huw Llewellyn.

2. Minutes of Previous Meeting

The minutes of the meeting held on 17th May 2016 were approved as an accurate record.

Proposer: DW

Secunder: PD

Agreed unanimously.

3. Appointment of Chairman and Secretary

BE reported that two people had been approached as possible Chairmen, however after some thought both had declined. There were now three choices:

1. Rotate the chair each meeting
2. Use an outside consultant to chair the meetings
3. Consider the offer from KB to be Chairman.

KB introduced herself to the group and gave a precis of her background. She is Clerk to Corfe Mullen Parish Council and although her council has yet to undertake a neighbourhood plan she has both knowledge and understanding of the process and is used to engaging with the local community.

BE proposed that KB be appointed as Chairman, DW seconded. Agreed unanimously. KB took the chair for the rest of the meeting.

The appointment of Mark Cribb as Secretary at the previous meeting was confirmed.

4. Confirmation of Terms of Reference

BE reported that the Terms of Reference were ratified at the Sutton Poyntz Society Committee meeting held on 8th June 2016.

5. Conflict of Interests

The meeting recorded its thanks to TF for suggesting suitable wording to clarify that having an interest in property or a business in the neighbourhood plan area is not in itself a conflict of interest. A sentence to this effect has been incorporated in the Terms of Reference.

KB suggested that each steering group member should be asked to complete a form outlining any interests held and submit this to the Secretary, MC. In addition a standing agenda item will be included inviting members to declare interests on any agenda item. KB said that by completing a form a member is then protected from an agenda discussion travelling in an unexpected direction, e.g. to a discussion on their land, property or business, as they will deem to have declared an interest by submitting the form.

KB offered to circulate a suitable form, based on one used by parish councils.

PD proposed, CB seconded, that we should proceed on this basis. This was agreed.

Action: KB

6. Selection of Support Contractor/Training for Steering Group

Application update

BE reported that the excellent re-draft of the neighbourhood plan application by AP had been submitted and the meeting recorded its thanks to AP.

BE further reported that he heard just that afternoon that the Council is commencing consultation on the application on 10th June. The consultation runs until 5th August 2016. The Society/Steering Group is expected to draw attention to this by putting up posters around the village. KB offered to draft a notice and BE and MC will put these up on noticeboards, other prominent places, and also ask the shops and pub to display a notice.

Action: KB, BE and MC

Funding

The Sutton Poyntz Society has registered its interest in funding however cannot submit a bid without costs or a budget from the Steering Group.

Selection of consultant

It was recognised that Jo Witherden had assisted several communities with their neighbourhood plans however there are several providers. BE reported that he and Mike Blee had attended a session hosted by a rather larger firm. It was strongly felt that a short specification needs to be drafted to seek quotes for consultancy work and any appointment be made in a transparent and fair manner

Training

The Steering Group does need training on the whole neighbourhood plan process and this is difficult to achieve in the interim period before any funding is granted.

PW said it would be useful to see some completed neighbourhood plans, not all Steering Group members have seen any.

After some discussion it was unanimously agreed:

1. To take up the offer from Cerne Abbas Parish Council Chairman, Fred Horsington, to attend either the June or July Steering Group meeting along with Jo Witherden at no cost in order to share their experience and give guidance based upon the Cerne Abbas process. (Any subsequent work by Jo Witherden would of course involve charges). CM offered to arrange this.

Action: CM

2. To contact Simon Thompson from Dorset Community Action (Dorset's local council for voluntary service) to see what help DCA can and possibly also invite him to a meeting. KB offered to do this.

Action: KB

7. Next newsletter and Website sub-site management

Newsletter

There is a need to publicise to the community what has happened since the Society AGM, however without funding this is difficult. The Society cannot recoup costs incurred before funding is granted.

As the Society's newsletter had just been printed it was agreed that an article should be submitted for publication in *The Register* in order to update the local community on action since the Society's AGM. This will include a list of steering group members, a reference to the consultation period, and a plea for more people to join the Steering Group, particularly those who are not currently Society members.

Action: BE/KB

Website sub-site

It was agreed that MC would prepare content for the sub-site and BE will upload this.

Action: MC/BE

8. Date and Time of the Next Meeting

As there was no other business, the Chairman reminded members that the Group next meets on Tuesday 21 June 2016 at 7.30 p.m. in the Duck Bar.

The meeting closed at 9.05 p.m.