

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting on Tues 20th September held at the Duck Bar, Springhead Pub, Sutton Poyntz, which opened at 19.40 hours

Present:

Kate Blee (Chairman)
Chris Balfe
Mark Cribb (Secretary)
Peter Dye
Bill Egerton
Tony Ferrari
Keith Hudson
Keith Johnson
Colin Marsh
Chris Balfe
Bill Davidson
Andy Price

1. Apologies

Apologies were received from Doug Watson and Liz Brierley.

2. Minutes of Previous Meeting

Several amendments were suggested to the minutes of the meeting held on 16th August 2016 and it was agreed that the Chairman would send an amended draft via email for approval.

Action: KB

3. Update on technical support and funding application

BE reported that a further telephone call had been requested and CM will participate in this with BE as the Chairman is unavailable at the allocated time. It is hoped that the application will be approved after that without delay.

Action: BE and CM

BE will submit an funding application without delay as monies will be required for printing of the surveys and the hall hire for the open days. BE and KB will draft a budget. KB has been in touch with Jo Witherden for an idea of consultancy costs however until the project plan has been finalised and the key issues identified it is difficult to provide costs. Therefore a provision will have to be included in the budget: any unspent monies are returned at the end of the grant period. BE reminded the group that as the Neighbourhood Forum it is the Sutton Poyntz Society which will apply for and receive the funding.

Action: BE and KB

4. Outcome of borough council consultation on application for forum/area

The Council had met that morning and the applications for both the forum and area have been approved. Borough Councillors are very interested to see our plan as it will be the first neighbourhood plan in the Weymouth & Portland Borough.

5. First Consultation

The draft newsletter and survey produced by CM and CB was discussed. There was disagreement as to whether the answer to the question: "Who agrees the Plan?" should be amended as AP pointed out that technically it is the borough council which agrees the plan. After discussion a vote was taken and the majority were in favour of leaving the text unaltered. It was agreed to remove steering group members' addresses and just include names and email addresses apart from MC's address as the return address, which he had kindly offered. It was agreed to include a section for people to include their name, age, gender and contact details if they so wished. Other minor changes were agreed and CB and CM will incorporate these into a final draft then CM and KB will meet to finalise the layout ready for printing.

Action: CM and KB

BE agreed to make the society's newsletter distribution list available to help with bundling for delivery. Steering group members will be needed to deliver the surveys.

Action: BE

It was agreed to hold the open days on Sunday/Monday 30/31 October. BE will check the availability of the Mission Hall.

Action: BE

6. To Consider draft Project Plan

The first draft of a project plan was noted and will be discussed during the technical support consultant when they attend.

7. Appointment of volunteers

a) **Archivist:** BE agreed to act as 'web archivist' on the micro site and MC offered to archive all hard copy documentation.

Action: BE and MC

b) **Consultation Statement:** there were no volunteers to take on the task of preparing the consultation statement: KB agreed to circulate examples from other plans so members of the group can see what is involved.

Action: KB

8. Any Other Business

a) PD reported that he is drafting an additional policy statement on economic wellbeing for the Society's planning policy document: this may be of use to this group later on.

b) BE asked if there was any objection to Nottingham residents being invited along to a technical support session: everyone thought this was a good idea, BE will make contact.

Action: BE

9. Date and Time of the Next Meeting

As there was no other business, the Chairman confirmed the date and time of the next meeting as Tuesday 18th October 2016 at 7.30 p.m. in the Duck Bar. CB tendered his apologies in advance.

The meeting closed at 22.00 p.m.