

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 18th October 2016 at 19:30 hours in the Blue Duck Bar, Springhead Pub, Sutton Poyntz.

Present:

Kate Blee (Chairman)
Bill Davidson
Peter Dye
Bill Egerton
Tony Ferrari
Keith Hudson
Keith Johnson
Huw Llewellyn
Colin Marsh
Andy Price

1 Apologies

Apologies were received from Chris Balfe, Liz Brierley, Mark Cribb and Doug Watson.

2 Minutes of Previous Meeting

The minutes of the meeting held on 20th September were approved and signed as an accurate record.

The amended minutes of the meeting on 16th August were also approved; KB will sign the archive copy.

BE agreed to take minutes of this meeting in MC's absence. It was suggested that it might in any case be sensible to have a Minutes Secretary, to reduce what will probably become quite a considerable load for the Secretary. KB will speak to MC.

Action KB

3 Update on actions from the previous meeting

CM had distributed a note on the telephone conversation on 23rd September between BE, CM and Stuart Woodin & Ffion Batcup of AECOM, concerning the Technical Support Workshop that has been applied for on behalf of the Steering Group. See below for details of the Workshop.

TF will be attending a meeting of the prospective Nottingham neighbourhood on the 17th October, and will give them information on the Workshop.

See below for information on other actions.

4 First Consultation

a) Newsletter Distribution

The newsletter had been printed, with sufficient copies for 2 per household (including the 8 houses in West Dorset), plus copies for people working at the pub and others with a right to be consulted. It was agreed that distributors would attempt

to hand these over to householders in person, but if there was no response would post the Newsletters along with a short covering letter. There was some discussion of the content of this covering letter, and it was agreed that it should be quite short, simply explaining that we had tried to hand it over, and inviting them to contact us if there was anything they wished to discuss. CM will draft the letter and email it to distributors, who will add their own name and phone number. CM had also drafted a short script for distributors to use when they hand over copies of the newsletter, briefly explaining the purpose of the newsletter and mentioning the Open Days at the Mission Hall. This was approved, and CM will also email this to distributors.

Action CM

The following distributors were appointed:

BD	Puddledock Lane	to the Puddledocks
BD	Sutton Road	centre
BE	Sutton Close	
BE	Mission Hall Lane	
DW	Puddledock Lane	beyond Puddledocks
HL	Old Bincombe Lane	
HL	Plaisters Lane	south of Springbank
KB	Plaisters Lane	Springbank to bend
KB	Sutton Court Lawns	
KJ	Plaisters Lane	north of bend before Wyndings
PD	Sutton Road	south from Cart Shed
TF/CM	Sutton Road	north of Mill
TF/CM	Silver Street	
TF/CM	White Horse Lane	

Copies were handed to these distributors, along with maps where needed. Distributors were requested to distribute the newsletters by the end of Tuesday 25th October.

Action: distributors

b) Consultation analysis

It was agreed to wait to see what responses to the consultation exercise were received before deciding how the analysis should be done and how a consultant might best be used for this. KB had obtained two quotes: From Jo Witherden £1020 for an overview analysis of the consultation and £1580 for a full analysis, and equivalent figures of £900 and £1700 from Richard Henshaw, ex Senior Planning Policy Manager at East Dorset District Council and now an independent planning consultant.

c) Logo

Three possible logos had been obtained from Tony Heathershaw. It was decided that a new logo should be used, rather than re-using the one produced for the 2007 Village Plan. Of the other two, there was a preference for the one with a view from just above "Half Way Up" (81 Sutton Road). It was suggested that this would be better without the fir tree on the right border and with the view of the hills extended. BE will discuss with Tony Heathershaw.

Action BE

d) Arrangements for Open Days

The Mission Hall is booked for Sunday 30th and Monday 31st October, from 10 to 4. There should be no difficulty with access before 10 on the Sunday in order to set up, or with leaving material set up over Sunday night. There is another booking on the Monday evening, so we need to clear the Hall promptly at 4 on the Monday.

It was agreed that 3 hour slots would be sensible – 10 a.m. to 1 p.m. and 1 to 4 p.m. KB enquired as to people's availability, and agreed to produce and circulate a rota.

Action KB

Refreshments will be provided for helpers but not visitors.

Action BE/KB

A3 banners for each topic will be produced and printed. Pens and post it notes will be provided for visitors to add their thoughts under each topic. The Borough Council has agreed to provide two large maps of the neighbourhood area for the event, one with and one without relevant planning constraints. A smaller laminated map of the neighbourhood area with the planning constraints shown is being provided for use at steering group meetings.

Action KB/BE

5 Technical Support Workshop arrangements

Following the phone conversation and subsequent emails, a date of 24th October has been agreed, in the Blue Duck Bar from 1.30 to 5.30. A draft programme had been distributed and was discussed. The programme was thought to be a little ambitious – it would be better to deal with the current key issues well rather than a broad programme more skimpily. These are how to turn the consultation exercise into a vision and several themes for the Neighbourhood Plan, how the vision should be presented, and then to a lesser extent how to manage our consultation with landowners and other stakeholders. It was thought important that the workshop should use examples to show good and bad practice. Members will forward thoughts on what the programme should concentrate on to BE by lunchtime on 19th October and BE will then agree with AECOM a final programme for distribution.

Action All/BE

There was some discussion of the timing of this workshop in relation to the first consultation exercise and doubts were expressed about whether the consultation should proceed before steering group members have a better understanding of the neighbourhood planning process. The response to the application for technical support had been disappointingly slow and it would have been preferable to have had the workshop much earlier. Despite these reservations it was agreed to proceed with the consultation.

6 Grant application and arrangements for consultancy

KB and BE had produced a budget for the period to the end of January 2017, and this had been used to submit a grant application, which had been approved except for an element for training (on the basis that this would duplicate the Technical Support Workshop). The approved budget was for £2200, made up of £1800 for consultancy, £130 for consultant's expenses, £210 for printing and £60 for hire of Hall. An email was expected shortly with an acceptance form.

The Society Committee had noted at its recent meeting that the financial delegation process in the steering group's Terms of Reference had not been followed properly, in that the grant budget had not been approved by the committee. BE had apologised to the Committee. The Committee has agreed that the Terms of Reference ought to be amended to delegate responsibility to the Steering Group for spending the grant money, in accordance with the budget agreed by the Society Committee. Revised Terms of Reference will be provided by the Society Committee.

It was noted that the newsletter printing had been done before the grant had been approved; as a result, the printing costs may possibly be disallowed under the grant's

terms and conditions. The Society Committee have agreed to fund the printing if necessary.

As noted above, the Steering Group agreed to defer decisions about how to use the consultancy budget until a quick review of responses to the consultation exercise is undertaken.

7 Any Other Business

Involvement of landowners and other stakeholders

Chris Seal, the son of the main landowner in the village, had become aware of the Neighbourhood Plan project, and through his Operations Director, John Llewelyn, had expressed an interest in being involved. KB had taken advice from Nick Cardnell, and it was agreed that we should assemble a list of all the landowners and others who had a right to be consulted, so that we could make an even-handed approach to them all simultaneously. This list should include statutory consultees (Nick Cardnell can advise). PD and BE agreed to assemble a list.

Action PD/BE

A question was asked about legal liability of steering group or Forum members for example in cases where decisions might be based on bad information. It was agreed to add this to the list of topics for the Technical Support Workshop.

8 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 15th November 2016 at 19:30 hours in the Blue Duck Bar.

The meeting closed at 9.30 p.m.