

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting on Tuesday 15th November 2016 held in the Main Bar, Springhead Pub, Sutton Poyntz, which opened at 19.35 hours.

Present:

Liz Brierley
Kate Blee (Chairman)
Mark Cribb
Bill Egerton
Tony Ferrari
Keith Hudson
Bill Davidson
Andrew Price

1. Apologies

Apologies were received from Peter Dye, Chris Balfe, Keith Johnson, Colin Marsh, Huw Llewellyn and Doug Watson.

2. Minutes of Previous Meeting

The minutes of the meeting held on 18th October 2016 were approved as an accurate record, except for the running order of the 'Paragraph Numbers. Read '5' not '7'.

The minutes of the working group meeting to look at how to proceed with the survey responses held on 7 November 2016 were also approved.

3. Actions from the previous meeting.

a) The Hon Sec, who will act as Archivist as well, had confirmed to the Chairman that he would be able to undertake both roles, so a separate minutes secretary is not required, this can be reviewed in the future if necessary. It was agreed to get a draft of the minutes to the Chairman within a week of the meeting so that these could be reviewed and sent out to the group as soon as possible.

Action: MC & KB

b) Logo: Bill has talked with Tony about revisions to the preferred design, he will chase this up.

Action: BE

c) Grant Application: now approved although money not yet received, with a new bank account on its way.

d) Landowner/stakeholder list: the list started by Peter Dye needs further additions. KB confirmed she had sent the survey with a covering email to Mr Seal and Mr Broach, and to Wessex Water. It was agreed that it is important to update the list as soon as possible so that all landowners and stakeholders are treated equally. Landowners who are residents will have had a survey. KB had received a map from Mr Seal's Ops Director of the extent of land in his ownership and will circulate this.

Action: KB & BE

4. **First Consultation Survey:**

77 responses and all transcribed, as have the post it comments. After much discussion, it was agreed that the services of a consultant should be used to summarise, analyse and report on the survey responses and post it notes. KB, BE and MC would get together to draw up a draft job spec for circulation to the group for approval, then this would be sent out to three potential consultants, including the two who had previously submitted quotations. They would be asked to come along to make a presentation after which the group will be able to choose which one to employ. It was felt important that this first piece of work should be the start of an ongoing relationship with a consultant to take us through the whole process, rather than using different consultants as different stages.

[In the event, LB was able, during the meeting, to produce a draft spec for circulation and comment instead of KB, BE and MC getting together for this, so KB will type this and circulate.]

Action: KB

5. **AECOM training session**

A long discussion took place regarding the quality and relevance of the AECOM training day. It was felt that the session, although interesting in parts, was very much 'off the shelf' and not tailored to our group and did not reflect where we are at in the process. Questions raised were still unanswered, and the group still felt rather lost as to our next steps.

AECOM had not been in touch following the first session, despite promising this, and after being chased up by KB, Ffion Bacup got in touch to say that she was leaving and that a new principal consultant has been appointed and would be assigned to our group. She added that for the Technical Support Package 'Establishing a neighbourhood forum' we still have just shy of two days' consultancy available and wants to set up a telephone call with the new consultant to discuss how best this could be utilised. BE will liaise on a suitable date for the telephone conference when KB and he are available, or, if KB, is unavailable, another member can take part with BE. It was felt that the priority was to appoint a local consultant and members struggled to identify what further help AECOM could offer, unless they could provide real bespoke training, or possibly help with the project plan. BE will therefore find out if the outstanding two days must be used by a certain time, as if not the group could leave it for the time being and consider utilising this later.

Action: BE

6. **Next steps**

- a) Agreeing a spec for the consultant appointment is a priority, hopefully, the presentations can be done at the January meeting, after which the appointed consultant can start work on the survey and post it data and report back to the February or March meeting. It was agreed that all raw data should be provided to the consultant.
- b) A fresh funding application must be drafted early in the New Year for our activity in January to March which the Society to approve.

Action: KB/BE

- c) The next priority will be to identify key themes, set up sub groups if necessary and look at our vision and objectives and a project plan with timescales, including timing of any future consultations required, e.g. on controversial areas, we need advice from the consultant on this.

- d) We will need training on the local plan, and the local plan review. KB will circulate WPBC committee papers outlining the basis for a consultation in Feb 2017 on the Local Plan review which has major implications for our work.

Action: KB

7. Any Other Business

- a) KB reported that PD has agreed to prepare the consultation statement for the plan.
- b) It was agreed that BD's approach to remove reference to a property when transcribing survey returns, because it was part of a derogatory remark was the correct approach.
- c) It was agreed not to hold a meeting in December.

8. Date of next meeting

The next meeting will be Tuesday 17th January 2017 at 7.30 p.m. in the Blue Duck Bar at the Springhead.

The meeting closed at 21:15 hrs