

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 16th May 2017 in the Main Bar, Springhead Pub, Sutton Poyntz, commencing 19.37 hours.

Present:

- Katrina Blee (chair)
- Peter Dye
- Sue Elgey
- Tony Ferrari
- Sue Higham
- Andy Hohne
- Keith Hudson
- Keith Johnson
- Huw Llewellyn
- Colin Marsh

1. Apologies

Apologies were received from Liz Brierley, Bill Davidson, Bill Egerton, Andrew Price.

2. Minutes of Previous Meeting

The minutes of the meeting held on 18th April 2017 were approved as an accurate record and passed to the chair for endorsement.

3. Actions from the previous meeting (not otherwise on the agenda)

- a) The updated contact list of Steering Group and sub-group membership had been circulated.
- b) Item 3c - The Borough Council had not provided a definite legal opinion, however Nick Cardnell, Planning Policy Manager, had indicated that the local authority would retain legal liability. KB wasn't entirely confident that the issue of liability of the Forum and Steering Group during the pre-submission period had been addressed and agreed to follow this matter up with 'Locality' and in the meantime would circulate a copy of the e-mail from Mr Cardnell.

Action: KB

- c) Under item 4 sub-group membership had been publicised and CM suggested that this be additionally placed on the village noticeboards.

Action: CM

- d) Under item 5 KB had replied to Karen and Jo at the Springhead pub and had received no further response to date.
- e) Noted that under item 5 (4b) information from Historic England had been brought to the attention of the Place Appraisal sub-group.
- f) Item 5 (4c) has been addressed – see item 3b above.
- g) Item 5(4d) has been addressed by KB and no further communication received.
- h) Item 5(4e) was noted.
- i) Item 5 (4f) has been actioned by CM and the Housing and Planning sub-group notified.
- j) Item 5(4g) has been actioned by the Place Appraisal sub-group and an initial meeting with Julie Tanner (Brian Wilson Associates) is planned for 7th June 2017.
- k) The outstanding action on arrangements for consultation with stakeholders was discussed and it was agreed that the chair would liaise with the Housing and Planning sub-group and prepare an interim statement in order to ensure that affected parties were kept informed. KB clarified that a list of stakeholders had already been prepared which she will circulate to the Group.

Action: KB/ Housing and Planning sub-group

- l) With regard to item 6b the chair confirmed that the surveys had been located and would be passed to the hard copy archivist as soon as possible.

Action: KB/BD

4. Correspondence

There were no items of correspondence.

5. Sub-group reports

Biodiversity and the Natural Environment – the group had not yet met and KB/CM were to arrange an initial meeting in the immediate future. CM reported that he had contacted John Newbould and Dave Emery with regard to the provision of existing evidence in support of this sub-group.

Employment, Business and Tourism including IT/Communications - SH reported that herself and AH had met and this had raised a number of questions in relation to the terms of reference of sub-groups. Some questions they sought advice upon were: In relation to a future survey was it appropriate to give the pro's and con's of possible solutions without unduly leading respondents; should all ideas including those

proposed by one person be considered; what information would the place analysis provide that could be incorporated into sub-group work; was it appropriate to make reference to services such as shops that were outside the neighbourhood plan area; in relation to IT and communications can we influence service providers; is there a contact for Wessex Water?

Following brief discussion on the ability to influence providers, it was agreed to try to do so.

The chair confirmed that she had contact details for Wessex Water and would pass these on to the sub-group.

Action: KB

The chair proposed that since the questions raised affected all sub-groups further discussion be deferred until item 6 of the agenda in relation to terms of reference.

Heritage – there was no report in the absence of BE however PD suggested that some of the work BE had already undertaken on behalf of the Place Appraisal sub-group would be of value in relation to Heritage.

Housing and Planning – nothing to report

Land Use and Conservation – no report. Huw Llewellyn agreed to join the group and will arrange to meet with Mike Blee.

Place Appraisal - PD reported that initial work had continued and Julie Tanner (Brian Wilson Associates) would be attending a meeting at 10am on 7th June in order to undertake a village walk and desk top mapping exercise. He considered that this would help to establish the range of information available, the best use for that information and enable links to be made to the sub-group topics. It was suggested that as many sub-group members as possible attend the meeting with JT and that the information already forwarded to JT be circulated to all steering group members. KB requested that those intending to attend the 7th June meeting inform CM in advance.

Action: PD

Sports and Recreation - PD reported that the sub-group was still to arrange a meeting.

Transport – SE reported that the sub-group had met and referred to the traffic and bus survey that had been recently completed. Whilst conducting the survey people had raised concerns as to parking and SE noted that was to be discussed in future. CM commented that it was important to establish a dialogue with First Bus in relation to continuation of a service to the village and that ultimately the future of the service was in the hands of us all – ‘use it or lose it’. KB understood that the discussions BE and Mike Blee had with First Bus did show a commitment to retain a service for the village and suggested that the sub- group talk to Mike Blee who may be willing to join the sub- group.

Action: SE

The chair summarised the questions raised earlier by the Employment sub-group and it was agreed that these had been addressed as far as was possible at this stage subject to discussion of the terms of reference under item 7.

6. To further consider the proposal and quotation from Brian Wilson Associates (consultants to the steering group) in respect of Residents Survey and Sub-group support

The details of the proposal were reviewed and it was agreed that the first priority was to identify questions that the respective sub-groups may have for our consultants. It was agreed to ask each sub-group to prepare a list of questions to be submitted to the minute's secretary who would generate a summary list representative of all sub-groups. This would be circulated in advance for consideration at the next meeting and would also form a basis for addressing some issues during informal discussions with Julie Tanner at the meeting on June 7th. A decision on any further support from Brian Wilson in this respect was therefore deferred.

Action: Sub-groups/CM

7. Terms of Reference for sub-groups

SH raised the issue of visibility of neighbourhood plan information, such as survey results, on the village web site. KB to liaise with BE to ensure information is readily available and easy for the public to access

Action: KB/BE [post the meeting KB checked access to the web site and posted the following link to SH and AH

<http://www.suttonpoyntz.org.uk/index.php/neighbourhood/consultation-1>]

KB circulated draft terms of reference provided by Brian Wilson Associates. Following brief discussion these were agreed subject to a minor amendment to points 2 and 3 to replace the wording "...in order to support Neighbourhood Plan policies" with "... in order to assist the formation of Neighbourhood Plan policies".

The agreed terms of reference to be circulated to sub-groups.

Action: CM

8. Any Other Business

CM commented on information he had received about a meeting in the Mission Hall, Sutton Poyntz on 26th May relating to local information gathered through the South Dorset Ridgeway project. Local people were invited to register to attend this free event through the co-ordinator, Hayley Roberts. It was agreed that this could be useful in relation to the work of the Place Appraisal and other sub-groups and that the

details should be circulated and registration of Steering Group members wishing to attend co-ordinated by CM.

Action: CM

The date and time of the next meeting was confirmed as Tuesday 20th June 2017 at the Springhead Pub at 19.30 hours.

The meeting concluded at 20.57 hours.