

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 20th June 2017 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.36 hours.

Present: Katrina Blee (chair), Liz Brierley, Bill Davidson, Bill Egerton, Peter Dye, Tony Ferrari, Andy Hohne, Andrew Price, Keith Johnson, Colin Marsh, Huw Llewellyn (arrived during sub-group discussion on Land Use and Conservation).

1. Apologies

Apologies were received in advance from Susan Higham and Sue Elgey. The chair reported that Tony Ferrari, Liz Brierley and Huw Llewellyn may be late arriving.

2. Minutes of Previous Meeting

The minutes of the meeting held on 16th May 2017 were approved as an accurate record for endorsement by the chair.

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

- a) Item 3b – The chair reported that the action to contact ‘Locality’ regarding legal liability of the Steering Group members had not been addressed due to holiday commitments.

Action: KB

- b) Item 3c regarding the placing of notices of sub-group membership on the village noticeboard had been actioned and was on-going as revisions to group membership occurred. It was suggested that monthly updates would be sufficient.

Action: CM

- c) The outstanding action on arrangements for consultation with stakeholders remains due to holiday commitments. The chair stated that she would draft a proposal for consideration at the Housing and Planning sub-group meeting on 11th July.

Action: KB/ Housing and Planning sub-group

- d) Regarding action under item 5 (sub-group reports) the chair confirmed that contact details for Wessex Water had now been passed to the Employment, Business and Tourism sub-group members.

4. Correspondence

There were no items of correspondence.

5. Sub-group reports

Biodiversity and the Natural Environment – CM reported that two people, Christine Gates and Jack Winsper, from the Garden Bird Watch members had shown an interest in helping with the work on biodiversity. Due to the large amount of data available much of the work would involve collating and summarising information as well as some fieldwork. KB commented upon the relevance of the mapping work on old hedgerows that BE had undertaken. CM had drafted a proposal for the sub-group based around an eco-corridor mapping exercise arising from comments at the Place Appraisal meeting on June 7th. AP stressed the need to not depend upon the Tree Preservation Orders alone as there were few of them and to consider other criteria for identifying important trees and hedgerows.

Employment, Business and Tourism including IT/Communications - AH reported that while small sections of work could be undertaken significant progress was restricted until the Place Appraisal sub-group had completed its work. The Steering Group recognised that this would also affect other sub-groups.

At this point in the meeting the issue of consultation with the various stakeholders was highlighted and it was suggested that an open session was needed in order to seek the views of those stakeholders. The chair agreed to speak to Brian Wilson Associates (consultants) with regard to facilitating such a consultation process.

Heritage – BE reported that Carolyn Crisp and Jill Kelsey have agreed to join the Heritage sub-group. BE has produced a working paper as a starting point for discussion. This sub- group is yet to meet.

Housing and Planning – LB reported that the sub-group had met and were awaiting the results of the Place Appraisal. Approval for a meeting with Julie Tanner (consultant) was requested; some members were concerned that this was too soon in the process and LB suggested the intention was for this to take place after the Place Appraisal process. The issue of whether to include any new development in the Neighbourhood Plan was discussed and KB highlighted the potential distinction between allocating sites and revising the development boundary and regarding the latter it was suggested that advice from the consultants was needed. LB suggested that the meeting with JT could be linked into the meeting with “landowners”. Some discussion took place as to whether it was more appropriate for the Steering Group to meet with the stakeholders. Following intervention from KB and BD it was agreed that advice was needed from Brian Wilson Associates (consultant) prior to a decision being taken.

Action: KB

Land Use and Conservation – in the absence of any sub-group members at this point in the meeting KB reported that this sub-group were awaiting the completion of the Place Appraisal exercise and felt that most of the land use and conservation issues overlapped with other sub-groups. HL joined the meeting at this point and after brief discussion it was agreed that HL and Mike Blee would meet to agree a series of topics that this sub-group had identified as being within its remit and suggest other sub-groups who could address these issues. The aim was to complete this in time for the July meeting with a view to transferring these duties and resources to other sub-groups at which point the Land Use and Conservation sub-group could be disbanded and HL and Mike Blee encouraged to join in the work of another sub-group.

Action HL/Mike Blee

A general discussion followed on the outcomes expected from the sub-group work in which BE emphasised the need to focus on questions as to “what the community

wants” and PD stressed the importance of the Place Appraisal in identifying “where we were at present”. CM suggested that the work of the topic sub-groups continue alongside the Place Appraisal process, information from which once complete would underpin their work of arriving at a list of specific questions with supporting comment as to the pros and cons in order to stimulate considered response in a future detailed community survey.

Sports and Recreation – PD reported that current focus was on consultation with Wessex Water and the Springhead regarding potential use of facilities and emphasised the links to the work of the Business and Tourism sub-group. Consideration was also being given to a map of village walks and informal contact with the transport sub-group with a view to co-ordinating efforts had already taken place.

Transport – CM identified the areas that were being worked upon.

Village bus service: Since the desire to retain a bus service had been clearly expressed in the initial survey an on-going dialogue was proposed with First Bus following snap shot surveys which had identified poor reliability since the new timetable was introduced in May 2017. Several members questioned the relevance of this issue to the Neighbourhood Plan since it was more operational than strategic and suggested that the Sutton Poyntz Society was the more appropriate body to pursue this. CM expressed concern as to past follow up in this respect and felt strongly that public transport should be a part of the plan. After a protracted discussion it was agreed that the transport sub-group raise the operational issues of the bus service with the Sutton Poyntz Society and co-operate with them regarding an on-going dialogue with the aim of retaining this public service. The Neighbourhood Plan work on this would be more concerned with the long term transport needs of the village, including connections out of the village to the surrounding towns.

Action: CM/SE

Speed Limit: Reference was made to the ‘Traffic in Villages’ toolkit produced by the Dorset AONB partnership as a means of seeking area specific psychological traffic calming measures in order to slow down traffic. The issue of speed checks was raised and it was suggested that a survey by the Council was an option. TF suggested that a cost would be associated with this and in discussion an option of approaching the Sutton Poyntz Society for funding was identified.

Parking: a basic site survey had been completed and options were sought as to a resolution to this problem particularly in respect of access at the south end of Sutton Road towards the junction with Preston Road. It was suggested that Dorset County Council be approached. The use of the field adjacent to the Springhead pub as an overflow car park was noted although this is presumably a private arrangement between the landowner and the licensee and restricted therefore to functions at the pub.

Rights of Way: A survey involving several members of the community was being undertaken to establish the baseline condition of key footpaths and liaison with the recreation group was to take place in order to avoid duplication of effort. It was commented that non-established and disputed routes also needed to be considered. Following significant feedback in the initial village survey in relation to unsafe access along Puddledock Lane CM has produced a draft consultation document for the sub-group including some options for consideration by the community. AP commented on the importance of ‘connectivity’ arising from use of this route.

It was noted that Mike Blee was interested in joining the transport sub-group (later confirmed).

Place Appraisal - PD gave a verbal summary of outcomes from the meeting with Julie Tanner (consultant) and explained that the next step was to produce a draft document for a subsequent meeting in August. He explained that a key challenge was to provide an appropriate structure that captured the character of the area. BE suggested that it would be useful for the various topic sub-groups to provide some key questions as to the type of information that they expect from the Place Appraisal study.

Action: CM to issue note.

AP commented that the groups focus was currently on building style and collation of the census data. PD said that the plan would provide a point of reference for key data as the Neighbourhood Plan evolved including the policy issues that will promote or detract from future development.

As working documents entered the public domain the importance of specifying the reasons that they were produced and their specific status was important in order to avoid misinterpretation, for example in relation to identifying potential development sites. Another meeting was planned for 27th June with the aim of producing an initial draft for a meeting with Julie Tanner on 26th August.

6. To consider the use and management of the 'Dropbox' information sharing program.

PD explained the 'Dropbox' program in terms of a free service which was ideally suited to collaborative work and which had control protocols in terms of access and editing. He confirmed that access was achieved by entering an e-mail address and that any editing of a document was notified to the owner of that document. It was suggested that other sub-groups may benefit from use of the system as their work output increased and it would be a useful source for extracting information for the hard copy archive.

KB suggested the need for any Dropbox documents to have an owner review and approval by the full steering group before being placed in the public domain. This was agreed.

7. To review progress against the Neighbourhood Plan Schedule

The chair noted that completion of the Neighbourhood Plan process had slipped in relation to the original scheduled timescales and suggested that a more detailed discussion was needed at the next meeting.

Action: CM to place on the agenda for the next meeting.

8. Archive Report

BD informed the steering group of his decision to resign as hard copy archivist due to increasing personal commitments. He suggested a former archivist living in the village, Jill Kelsey, might be approached to take on the role. He also raised the question as to whether electronic data needed to be duplicated as hard copy and enquired as to the level of hard copy evidence expected by the inspector. The chair agreed to refer these questions to 'Locality'.

Action: KB

It was agreed that in future all sub-groups provide records of their meetings on the standard template to Colin Marsh (safcol@aol.com) once they have been agreed by the sub-group members in order that they can be circulated to everyone and recorded on the village web site server.

Action: CM/All Sub-groups

9. Any Other Business

- a) KB noted that in view of additional steering group membership it was important to ensure that all members sign a conflict of interest form. CM suggested that this should also extend to sub-group members. It was agreed to get all steering and sub-group members to complete a revised form.

Action: KB

- b) KB confirmed that despite an earlier record in the minutes of the May meeting (item 3 I) it had now been confirmed that a batch of community surveys had not been found after all. The precise whereabouts remain unknown, however it was confirmed that the full contents had been transcribed into an electronic record in Excel format so this information was retained.
- c) The chair asked each person in turn for any other business they wished to raise. There being no further matters raised the meeting closed at 21.26 hours.

10. Date and time of the next meeting.

The date and time of the next meeting was confirmed as Tuesday 18th July 2017 at the Springhead Pub at 19.30 hours.