

# Sutton Poyntz Neighbourhood Plan Steering Group

**Minutes of Meeting held on Tuesday 15<sup>th</sup> August 2017 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.38 hours.**

**Present:** Katrina Blee (chair), Bill Davidson, Peter Dye, Bill Egerton, Sue Elgey, Tony Ferrari, Andrew Price, Keith Johnson, Huw Llewellyn, Colin Marsh.

## 1. Apologies

Apologies had been received in advance of the meeting from Andy Hohne, Keith Hudson, Liz Brierley and Susan Higham.

## 2. Minutes of Previous Meeting

The minutes of the meeting held on 18<sup>th</sup> July 2017 were approved as an accurate record and endorsed by the chair.

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

Item 4b in relation to insurance cover against personal liability of steering group members – BE reported that he was awaiting a response on this question from the insurers used by the Sutton Poyntz Society

In relation to item 5 from the minutes of the last meeting KB reported that a number of Declaration of Conflict of Interest forms were still to be submitted or required amendment and re-submission. On the same matter KB was still awaiting a reply from the Weymouth and Portland Borough Council on the question of public access to Declaration of Interest information.

The chair noted that all other matters with actions assigned were to be addressed elsewhere on the agenda.

## 4. Correspondence

Correspondence item 4a – reply from Brian Wilson of Brian Wilson Associates clarifying his reasoning behind a cautious approach to a meeting with landowners. Commenting on the written response, TF expressed concern as to the misunderstanding of our consultant relative to the current Steering Group position on land development. CM noted that Brian Wilson had not had the opportunity to attend a meeting for some time which may be one factor. On this point the chair verified with the minute secretary that copies of Steering Group minutes were copied to Brian Wilson Associates; this was confirmed. The proposed meeting on 23 September was to be discussed as agenda item 6.

Correspondence item 4b – reply from Brian Wilson of Brian Wilson Associates regarding the proposed draft questions for landowners. The chair summarised the key points of the response and initiated discussion within the Steering Group. The ensuing discussion covered the following points.

- a) The chair confirmed that of the major landowners Wessex Water plc and PJ Seal had responded to earlier contact and had provided maps of their land ownership but no communication had been received from Peter Broach.

- b) In relation to the proposed draft letter to landowners it was agreed:
- i) Amend question 1 to read “Are you hoping for any change in the use ..... (next 15 years)”
  - ii) Amend line 1 of question 2 by replacing the word “plans” with “aspirations”.
  - iii) Amend line 1 of question 3 to read “In order that the interests of the community could be met – “
  - iv) After some discussion it was resolved not to amend part b) of question 3.
  - v) It was confirmed that the letter should be personalised and sent specifically to landowners.
  - vi) In seeking to determine which landowners the letter should be sent to AP sought clarification that it was aimed at development prospects outside of the development boundary, this was confirmed. Following identification of a growing list of suggested landowners CM questioned whether a definitive list of landowners actually existed and how this could be obtained beyond reliance on local knowledge in order that no one was missed. It was resolved that KB and BE meet in order to prepare a list of landowners.
- Action: KB/BE**
- vii) In response to CM’s concerns regarding a definitive list, TF suggested a note be included in the next newsletter to alert landowners to the letter having been sent so as to capture any who may have been missed.
  - viii) It was agreed to insert a deadline for reply of three weeks after the letter is sent out.
- c) With reference to earlier discussions on communication with the consultants TF suggested that a single point of contact should exist and in view of the work undertaken to date having a place planning emphasis recommended that Julie Tanner be the preferred contact. It was agreed that Katrina Blee speak to Brian Wilson in this respect.

**Action: KB**

## 5. Sub-group Reports

The chair suggested that the Place Appraisal report be dealt with last. This was agreed.

Biodiversity and the Natural Environment – The sub-group had not met since the last Steering Group meeting and CM reported that the evidence gathering process was continuing in terms of the hedgerow survey and review of Biodiversity Group reports and that a mapping format had been initiated.

Employment, Business and Tourism including IT/Communications - In the absence of both AH and SH no report was available.

Heritage – BE reported that there had been a further meeting which had taken the form of a continuation of the walkabout process in order to identify key sites. CM requested a record of this meeting which BE confirmed was being processed. CM offered to attend and minute these sub-group meetings subject to his availability.

Housing and Planning – LB reported in a prior e-mail communication that the sub-group had not met.

Land Use and Conservation – The chair confirmed that the topics to be addressed by this sub-group would now be taken on by other sub-groups and that this sub-group was now formally dissolved.

Sports and Recreation – PD reported that the sub-group had not met but a meeting was planned for September.

Transport – SE reported on a further bus survey as well as a site meeting by CM with Dave Carey of the Dorset County Council Highways Department regarding options in relation to on-street parking. The views of horse riders had been sought but no specific issues had been raised. In view of the overlap on transport issues between the Borough and County Council it was agreed to copy results of the bus survey to County Councillor Tony Ferrari (these having already been provided to Borough Councillor Ian Bruce). CM reported that a number of actions had already been completed in relation to maintenance of public rights of way and commented on the need for community involvement in future monitoring and possible maintenance activities. AP asked about the availability of the Puddledock Lane discussion document and CM reported that he had still to meet with PD in order to get this installed on Drop Box. **Action: CM**

Place Appraisal – BD commented upon the “impressive document” following production and circulation of the first draft of the Place Appraisal. PD emphasised that it was only a draft and invited comments on the document as well as how it should be communicated. He stressed that it must encompass the views of the village and anticipated on-going revision as feedback was received in order to help strengthen the document. Steering Group members were requested to read the document and provide comments to PD by 21 August in readiness for a meeting of the Place Appraisal sub-group on 22 August (10 am Northdown Farm) **Action: All**

In discussing the distribution of the document for consultation PD suggested the first winter Coffee Morning. KB stressed the need to reach those who do not attend this and wondered if copies could be made available at the pub and maybe a laminated one in the Mission Hall porch. In addition, there is the Society’s email distribution list and in this respect CM expressed the importance of contact with everyone including non-members of the Sutton Poyntz Society. BE suggested that loan copies could be made available from Steering Group members

**6. To Discuss the arrangements for a proposed consultation meeting with stakeholders on 23/9/2017.**

It was clarified that this item in fact related to a meeting with the consultants and not stakeholders, the purpose of which is to answer sub-group queries and talk about how best to present and consult on the Place Appraisal, and to seek guidance on the next steps for the Neighbourhood Plan preparation. The date was confirmed and it was suggested that the meeting would need to allow time for both one-to-one discussion with the consultants and a plenary session. It was agreed that each sub-group must be clear on what it expected to gain from the meeting by the next Steering Group meeting on 19<sup>th</sup> September.

**7. To Review and revise the schedule for the Neighbourhood Plan**

The chair handed out a revised draft schedule that she had produced as a basis for discussion. AP stated that in order to move the process forward there was a need for sub-groups to provide specific information in relation to their topic areas. BD also noted the need for sub-groups to provide detail as to the precise advice they required from our consultants. Arising from the issues to be addressed by the Housing and Planning sub-group TF and AP presented different viewpoints as to whether the focus of the evidence gathering questions should be on the desire of the existing community or an assessment of actual housing needs. In conclusion TF invited AP to become involved in the Housing and Planning sub-group. AP questioned the wisdom of the decision to progress the Neighbourhood Plan through sub-groups. It was agreed that a key element of the decision to have sub-groups was to achieve the involvement of the wider community in the preparation of the Neighbourhood Plan. In terms of timescales TF suggested the Steering Group receive draft questions for the next public survey from the various sub-groups by 1<sup>st</sup> December 2017. BE suggested that two months be allocated for the drafting of the survey questionnaire. February/March 2018 was seen as a realistic time to undertake and process the formal consultation survey. KB suggested that the “Autumn” schedule should therefore be broadly left as per the draft and that the rest of the timetable be addressed after the session with consultants on 23<sup>rd</sup> September; this was agreed. TF reminded the Steering Group not to go beyond the ‘life of Weymouth Borough Council’ which was assumed to be April 2019.

## **8. Any Other Business**

The chair asked each of those present if they had any items of other business. No one had any other matters to raise. In closing the meeting the chair noted that AP was in the process of moving away from the immediate locality and on behalf of the Steering Group thanked him for his much valued contribution and wished him well for the future in the event that he had moved house before the September meeting. The meeting closed at 21.23 hours.

### **Date and time of the next meeting.**

The date and time of the next meeting was confirmed as Tuesday 19<sup>th</sup> September 2017 at the Springhead Pub at 19.30 hours.