

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 19th September 2017 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.30 hours.

Present: Katrina Blee (chair), Liz Brierley, Bill Davidson, Peter Dye, Bill Egerton, Sue Elgey, Susan Higham, Keith Hudson, Andy Hohne, Keith Johnson, Colin Marsh, Andrew Price

1. Apologies

Apologies had been received in advance of the meeting from Tony Ferrari and Hugh Llewellyn. CM reported that BE would be a little late arriving (BE joined the meeting at 19.42 hours).

2. Minutes of Previous Meeting

The minutes of the meeting held on 15th August 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 (vi) – KB reported that a provisional list of landowners had been agreed and circulated by BE to the Steering Group with a request for feedback. No additional information had been received to date and KB is unable to progress this without the receipt of relevant information. Some discussion took place as to what constituted a 'landowner' and it was agreed that this included 'extensions to gardens', AP emphasising that only land outside of the development boundary was covered.

AH offered to research the ownership of three areas of land at the top of Plaisters Lane. **Action: AH**

The chair declared that any other actions arising from the previous meeting were to be addressed elsewhere on the agenda.

4. Correspondence

Correspondence item 4a – reply from Brian Wilson of Brian Wilson Associates affirming the situation as to the lead consultant. The chair in making reference to the response informed the meeting that she would speak to Brian Wilson on this matter at the meeting with the consultants on 23rd September and stated her belief that Brian's strengths would become more apparent as the process progressed.

CM explained the background to item 4b in terms of the various climate change forums facilitated by the County Council as a means of co-operating with other Neighbourhood Plan groups on energy related issues including community energy projects and insulation standards in new build housing. This opportunity had previously been highlighted to the Housing and Planning Group and had not been pursued so far. In discussing enhanced standards of insulation, AP considered that this could be an aspiration but not a policy within the Neighbourhood Plan. LB suggested that clarification as to what could be achieved be raised with Julie Tanner (consultant) at the meeting on 23rd September and she would also ask if someone from the Housing and Planning sub-group would take a lead as the group contact on this particular subject. **Action: LB**

5. Sub-group Reports

Place Appraisal – With reference to feedback received from Julie Tanner (consultant) on the first draft Place Appraisal document, PD emphasised that the sub-group remit was to base the document content on 'where the village was today and how it had arrived at that place' whereas feedback from JT suggested that the document also needed to bring out what the village would look like in the future in terms of design, enhancement, preservation, etc. such that the Place Appraisal would integrate with the Neighbourhood Plan. PD felt that this overlapped with the work of the sub-groups and required discussion by the Steering Group as to the way forward. SH proposed that the sub-groups be left to formulate content on the future and revert to the Place Appraisal at a later stage. KB interpreted the feedback from JT differently and considered that the intent was for the focus to be on how the Neighbourhood Plan would look at the issues raised by the Place Appraisal rather than actually defining them. PD suggested the need to pause and not re-shape the Place Appraisal at this stage as the view of the future required a wider forum than the Place Appraisal sub-group. CM suggested that it was necessary for the Steering Group to agree whether to include the future intentions as part of the Place Appraisal and only then to address how the work of the sub-groups would best link into the Place Appraisal process. PD, AP and BE all agreed that the feedback from JT suggested that the Place Appraisal could be improved and that more work needed to be done using input from the sub-groups. BE suggested that one area for improvement was to include much of the Puddledock area, such as Sutton House and the Old Dairy House/ Puddledocks in the historic core character area. KB suggested that the meeting on 23rd September was an ideal opportunity to define what exactly was required of the sub-groups in support of the Place Appraisal, a view which was supported by PD.

Biodiversity and the Natural Environment – CM first of all apologised for not informing the previous meeting that Huw Llewellyn had joined this sub-group. He reported that questions were being prepared for the meeting on 23rd September and that the recent meeting of this sub-group had focussed on the biodiversity criteria employed when making planning decisions and that further information was being sought in this respect. The draft objectives were being refined and an exercise had confirmed that these currently aligned with the intent of the Weymouth and Portland Borough Council Local Plan. A detailed mapping of habitat and priority species was under way in order to provide baseline information for consideration by developers, landowners and residents in order to help to conserve and enhance biodiversity in the area.

Employment, Business and Tourism including IT/Communications – AH reported that no further meeting had been held and that further progress would be made following the meeting on 23rd September. The questions prepared by the group initially and which were considered to be generic to all sub-groups was circulated for reference regarding the latter meeting.

Heritage – BE reported that there had been a further meeting to map potential assets of local importance against the selected criteria. He also noted that records of previous meetings were still to be submitted and agreed to provide these when the above exercise had been completed.

Housing and Planning – LB stated that specific questions had been prepared and circulated and that following consideration of these at the meeting with consultants on 23rd September the group would be in a position to move forward.

Sports and Recreation – PD reported that the sub-group had not met but a meeting was planned for 20th September.

Transport – SE reported that specific transport related questions had been drafted in preparation for the meeting on 23rd September and CM added that the transport objectives had been shown to align with those in the Weymouth and Portland Borough Council Local Plan.

6. To Agree an agenda and arrangements for the Steering Group meeting with Brian Wilson and Associates on 23/9/2017.

The chair confirmed that the meeting would be held in the Mission Hall from 10.00 until 15.00 on 23/09/2017 when both Brian Wilson and Julie Tanner of Brian Wilson and Associates would be present. BD, CM and SE offered their apologies in advance. Following a proposal by PD it was agreed that the consultants be asked to minuted the meeting in the absence of the minute secretary. KB suggested that sub-group members take notes on specific content related to their particular sub-group and forward these to Brian Wilson for incorporation in the overall record of the meeting and this was supported by LB.

It was proposed that the chair decide on the final agenda content. AP emphasised the need to provide focus on the Vision and Objectives at the meeting. CM suggested the need to agree a draft agenda and KB suggested the need to add times for each session. In the ensuing discussion the importance of defining a clear deadline for submission of the Neighbourhood Plan in view of local authority re-organisation and the need to provide more time for discussion on Housing and Planning sub-group matters was agreed.

Using the template below it was agreed that KB take advice from Brian Wilson (consultant) on the structure of the final agenda and ask CM to circulate the latter to all Steering Group and sub-group members with a note confirming that all sub-group members are invited to the meeting.

Action: KB/CM

Draft Agenda

1. Apologies – Bill Davidson, Huw Llewellyn, Colin Marsh, in advance.
2. Introduction and Purpose of the Meeting (outcomes to be achieved) 10 minutes
3. Review of draft Vision and Objectives (Are they still relevant following sub-group work, any key points to be added or changed) 10 minutes
4. Composition of the Place Appraisal in relation to the Neighbourhood Plan (input from sub-groups to refine Place Appraisal, how it will link to the Neighbourhood Plan and clarification of Brian Wilson and Associates feedback) 30 minutes
5. Open discussion on the consultation process and methodology based upon work of sub-groups (who, what, where, why, when and how questions followed by discussion of specific sub group topic questions for the next residents' survey). *Note this session may be continued after lunch if required.* 60 minutes
6. LUNCH (bring your own, tea and coffee will be provided) 45 minutes
7. Open discussion on consultation with other Stakeholders including landowners (agree methodology - letter or workshop etc.) 60 minutes
8. Forward Timetable for the Neighbourhood Plan (emphasis on the impact of Local Authority re-organisation on the submission deadline and key targets in the next few months together with an overview of 'how we are doing?') 45 minutes
9. Objective feedback from Brian Wilson and Associates and

10. Close.

Appropriate refreshment breaks to be included.

7. To Consider a Tree Survey (a request by the Sutton Poyntz Society)

BE explained that this item arose from concerns expressed at the recent Sutton Poyntz Society meeting about the apparent lack of rigour of the tree preservation process within the local authority and the premature removal of trees (particularly along Plaisters Lane) before the final decision date had been reached. Based upon a suggestion by Terry Pegrum it was suggested that a professional survey be carried out to identify trees of landscape and amenity importance at a projected cost of a three to four hundred pounds. PD considered that the results of such a survey were integral to the Place Appraisal document. CM emphasised the need to determine the specific outcome required of the survey and the scope, for example whether factors such as priority habitat would be included. He also questioned the apparent low cost estimate. PD agreed that costings would need to be obtained but sought agreement in principle. It was agreed to seek quotes and an associated scope of work from professional arboriculture consultants. **Action: PD/BE**

8. Any Other Business

The chair asked each of those present if they had any items of other business which resulted in two items being raised.

BE noted that due to the group falling behind the projected timescales within the Neighbourhood Plan schedule it may be necessary to extend the grant funding period. BE and KB agreed to liaise on this. **Action:BE/KB**

AH questioned whether the road monitoring equipment which had recently been sited on Plaisters Lane as agreed by the Steering Group was monitoring both speed and volume of traffic, since he was under the impression having seen the equipment that it was monitoring vehicle numbers only. CM agreed to check the status of this with County Councillor Tony Ferrari. **Action: CM**

There being no others matters raised the meeting closed at 21.26 hours.

Date and time of the next meeting.

The date and time of the next meeting was confirmed as Tuesday 17th October 2017 at the Springhead Pub at 19.30 hours.