

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 18th December 2018 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.32 hours.

Present: Peter Dye (Chair), Bill Davidson, Bill Egerton, Keith Johnson and Colin Marsh.

1. Apologies

Apologies had been received in advance from Andy Hohne and Liz Pegrum.

The Chair reported the resignation of Huw Llewellyn from the Steering Group for family reasons. He noted the positive comments received from Huw with regard to the draft Neighbourhood Plan and the Chair asked that the thanks of the Steering Group be recorded in respect of the work that Huw had undertaken in helping to produce the Neighbourhood Plan.

The Chair noted that there were now 8 members of the Steering Group and that the Terms of Reference required a minimum of 5 members. He confirmed that a fifty percent attendance of 4 members was required to be quorate.

2. To Approve the minutes of the previous meeting held on 6th November 2018

The minutes of the previous meeting were approved as a correct record.
Proposed BE, seconded BD.

3. To Receive an update on any actions arising from the minutes of the previous meeting (not otherwise on the agenda)

The Chair confirmed that all actions had either been completed or were to be dealt with elsewhere on the agenda. On an additional matter he asked for confirmation that the changes to the Place Appraisal had been actioned and the current version had been posted on the village web site.

BE confirmed that subject to some final tidying the current version as found on the web site was current and correct. **Action:BE**

In response to a question from CM the Chair confirmed that the Place Appraisal would not be submitted to the Local Authority along with the Neighbourhood Plan but would remain accessible as a reference document.

4. To Address any items of Correspondence

The Chair noted that items of correspondence related to the Regulation 14 process. CM commented on an e-mail received from BE and which had been circulated in advance. This related to a request for the provision of all correspondence contained on the neighbourhood@ address from Terry Pegrum. Despite some technical difficulties this request had been fulfilled.

5. To Receive an update on Grant Funding and Income and Expenditure

The Chair confirmed that grant funds of almost £800 remained. Following discussions with Brian Wilson he was confident that this amount would be sufficient to cover the remaining consultancy fees in respect of advice on Regulation 14 responses and the production of a Basic Conditions Statement. BE confirmed that there were no outstanding invoices.

BE reported that a cheque paid to Kim Sankey for consultancy work had gone astray within the banking system and this was being addressed by the Treasurer of the Sutton Poyntz Society.

BE reported that he was about to submit the final grant report to Groundwork and this would cover £550 of consultancy fees (Brian Wilson) and a portion of printing costs, amounting to total of £730 of grant monies. He had confirmed that covering part costs was acceptable. **Action:BE**

6. To Receive a Report on the progress of the Regulation 14 consultation on the draft Neighbourhood Plan.

The Chair informed the meeting that thirteen responses had been received to date, eleven from residents, one from the Highways Agency and one from Wessex Water. Nothing had yet been received from Weymouth and Portland Borough Council although they had notified the Chair of their intention to respond.

A record, with contact details redacted, of the responses to date with accompanying draft replies had been circulated in advance. It was agreed that all responses would be acknowledged where this has not already been done. **Action:PD and BE**

After brief discussion the process for dealing with responses was agreed as follows. A full version of the consolidated responses and replies along with all contact detail provided would be available to the Local Authority and (in due course) the external Inspector. A redacted list without the names or contact details of individuals but including full details of public and corporate bodies would be placed on the village web site upon completion of the process.

Each respondent would receive an individual reply. **Action:PD**

The Steering Group worked through the draft document considering each response and reply in turn and the following decisions were agreed.

Respondent 1 Draft reply agreed.

Respondent 2 Draft reply agreed.

Respondent 3 The suggested lack of ambition was noted although this was unavoidable given the decision not to call for sites (following consultation with the community) and the time limitations created by the formation of the new Unitary Local Authority. **Action:PD**

Respondent 4 Section 1.7 - future role of Sutton Poyntz Society in monitoring. **Action:PD**
Response to be drafted.
BNE 2 - definition of recreation. Reply agreed.
GA1 - Suitable street lighting. Reply agreed subject to possible wordsmithing. **Action:CM**
GA 2- integral garages. Seek further guidance from B. Wilson **Action:CM**
GA 2 - Car park. Remove second paragraph of reply and add a sentence noting that the proposed size is based on the experience with the temporary overflow car park. **Action:CM**
GA4 – Charging points. Await policy response from Local Authority.
H&P1 – Sub-group to respond. **Action:LP**
Aspirations – noted that this will be a key area for monitoring. Reply agreed. **Action:CM**
Annex – Biodiversity information. Review and discuss with BW. **Action:CM**

Respondent 5	<p>Section 1.7 – Monitoring. A discussion took place based on the Alton model suggested by BE in which a group of planners, councillors and community representatives carried out the monitoring of policy and aspiration implementation. Suggested re-draft Section 1.7 following a planned meeting between the Chair and representatives of the Weymouth Town Council and taking into account examples such as ‘Alton’. CM suggested that the Town Council would need to be responsible for determining the composition and means of appointment of such a monitoring group. Action:PD</p> <p>Section 3.1 – Employment. To confirm that this is an aspiration not a policy. Draft a reply. Action:PD</p> <p>Section 4.1 – Flooding. Reply agreed.</p> <p>Map BNE 2 – Wetland. Reply agreed.</p> <p>Section 3.1 – Arboricultural report. Reply agreed.</p> <p>Section 4.3 – Puddledock Lane. Reply agreed.</p> <p>GA 2 – Traffic control. Reply agreed.</p> <p>Section 4.4 – Heritage listing. Heritage Sub-Group to respond. Action:BE</p> <p>Page 28 – Design Guidance. H&P Sub-Group to respond. Action:LP</p> <p>Policy H&P 3 – Key Views. H&P Sub-Group to respond. Action:LP</p> <p>Reports – Reply agreed.</p>
Respondent 6	<p>Page 6 – Monitoring. Reply agreed.</p> <p>Page 8 – Green Corridor. Reply agreed.</p> <p>Page 9 para 3.2.1 – Housing. H&P Sub-Group to respond. Action:LP</p> <p>Page 12 – Spelling/grammar. Reply agreed.</p> <p>Page 14 – Green Corridor. Reply agreed</p> <p>Page 15 – Trees. Reply agreed.</p> <p>Page 17 – Pavements and road safety. Reply agreed.</p> <p>Page 19 – Banning cars. Reply agreed.</p> <p>Page 22 and 24 – Justification of statements on heritage. Heritage Sub-Group to reply. Action:BE</p> <p>Page 25 – New dwellings. H&P Sub-Group to reply. Action:LP</p> <p>Page 26 – Character of new build. H&P Sub-Group to reply. Action:LP</p> <p>Page 27 and 28 – Character areas. H&P Sub-Group to reply. Action:LP</p> <p>Page 26 – Flats. H&P Sub-Group to reply. Action:LP</p> <p>Page 30 – Ambiguous statement on gardens. H&P Sub-Group to reply. Action:LP</p> <p>Policy H&P 4.2 - Concreted forecourts. Reply agreed.</p> <p>Page 36 – Attracting younger families. H&P Sub-Group to reply. Action:LP</p> <p>Page 38 – TPO’s. Reply agreed.</p>
Respondent 7	<p>Section 3.2 – Support for Vision. Reply agreed.</p> <p>Map M-BNE2 – Transcription error. Reply agreed.</p> <p>Policy HE 1 – Support. Reply agreed.</p>
Respondent 8	<p>Section 4.1 – Support for biodiversity. Reply agreed.</p> <p>Section 4.2 – Business, support for aspiration. Reply agreed.</p> <p>Section 4.3 – Traffic control. Reply agreed.</p> <p>Section 4.4 – Heritage, support for HE 2. Reply agreed.</p> <p>Section 4.5 - Decisions on DDB. H&P Sub-Group to reply. Action:LP</p>

Section 5.4 – Support for 5.4.1. Reply agreed.
General comments – supportive. Reply agreed.

Respondent 9	BNE-2 – Confirmation of status of fields on Puddledock Lane South. Reply agreed. General comments – supportive. Reply agreed.	
Respident 10	Page 13, BNE 2 - Local Green Space comment. Reply agreed. GA 2.3 – Car Park. Reply agreed. H&P1 page 26-29 – Innovative design not represented. H&P Sub-Group to reply. SR2, page 37 and Aspiration AP 5.6.2. Draft a reply. AP 5.1.2-4 – Trees. Reply agreed. AP 5.2.4 AND 5.6.6 – Community allotments. Reply agreed. General comments – Personal observations. Reply agreed.	Action:LP Action:PD
Respondent 11	Note on consistency. Reply agreed. SR1, 5.2, 5.6 – Waterworks Museum. Reply to be drafted.	Action:PD
Respondent 12	H&P 2 – Innovative design. H&P Sub-Group to reply. HE 2 – List of non-designated Heritage Assets. Heritage Sub-Group to reply and seek views of Local Authority and consultant.	Action:LP Action:BE
Respondent 13	H&P 1 – Limitations imposed by building within the DDB. It was noted that the Plan did not address the DDB but left decisions in this respect to the Local Authority. The Chair suggested that this did not stop developers making proposals for development outside of the DDB which would be a matter for the Local Authority to decide upon.	

It was agreed to group the common topic areas for sub-group responses and forward this to the relevant sub-group chair for compilation of a response. **Action:CM**

7. To Agree arrangements for the response to consultee comments arising from the Regulation 14 consultation.

The Chair summarised the actions to be taken with the final consolidated record of Regulation 14 Responses upon completion of this process. It was agreed to:-

Provide an acknowledgement to each respondent.	Action:PD and BE
Incorporate each of the Steering Group replies into the master Regulation 14 record.	Action:CM
Produce a redacted version of the above document for posting on the village web site.	Action:CM and BE
Respond to individuals by e-mail (wherever possible) in relation to their individual representations.	Action:PD

8. To Review the Timetable for the Neighbourhood Plan and confirm the next steps.

The subsequent steps were proposed by the Chair as follows:-

All further responses to be forwarded by the Secretary to the relevant sub-group.	Action:CM
---	------------------

January 2019 Steering Group meeting – receive draft replies from sub-groups and agree any further changes to the draft plan.

February 2019 Steering Group meeting – approve the revised Neighbourhood Plan to be submitted to the Local Authority.

Between 19th February and 1st March 2019 make the formal submission of documents (Neighbourhood Plan, Consultation Statement, Basic Conditions Statement and a Neighbourhood Area map) to the Local Authority.

In view of the aim to 'sign off' the Neighbourhood Plan at the February 2019 meeting subsequent meetings will be called on an as required basis by the Chair and Secretary. **Action:PD and CM**

9. Any Other Business

No items were raised.

The meeting closed at 21.19 hours.

Time and Date of the Next Meeting

The Chair requested that the proposed date for the next meeting be changed to Tuesday 22nd January 2019. The subsequent meeting was still scheduled for 19th February 2019. This was agreed. **Action:CM**