

Sutton Poyntz Neighbourhood Plan Steering Group

Agenda for the meeting to be held on 22nd January 2019 in the Blue Duck Bar of the Springhead Pub, Sutton Poyntz commencing at 7.30pm.

- 1. To Receive Apologies (advance apologies received from Colin Marsh)**
- 2. To Approve the Minutes of the previous meeting held on 18th December 2018.**
- 3. To Receive an update on actions arising from the previous meeting; not otherwise on the agenda.**
- 4. To Address any items of Correspondence (E-mail count)**
- 5. To Receive an update on Grant Funding and Income and Expenditure.**
- 6. To Receive any Sub-Group reports – (Heritage)**
- 7. To Agree changes to the draft Neighbourhood Plan resulting from the Regulation 14 Consultation process (Draft redacted list of responses/replies and actions summary table attached)**
- 8. To review the Timetable for the Neighbourhood Plan and confirm the next steps.**
- 9. Any Other Business.**

To confirm the date and time of the next meeting as Tuesday 19th February 2019 at 7.30pm.

ITEM 2 MINUTES OF PREVIOUS MEETING

Sutton Poyntz Neighbourhood Plan Steering Group

DRAFT 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.

Response to be drafted.

Action:PD

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

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

Section 3.1 – Employment. To confirm that this is an aspiration not a policy. Draft a reply.

Action:PD

Section 4.1 – Flooding. Reply agreed.

Map BNE 2 – Wetland. Reply agreed.

Section 3.1 – Arboricultural report. Reply agreed.

Section 4.3 – Puddledock Lane. Reply agreed.

GA 2 – Traffic control. Reply agreed.

Section 4.4 – Heritage listing. Heritage Sub-Group to respond.

Action:BE

Page 28 – Design Guidance. H&P Sub-Group to respond.

Action:LP

Policy H&P 3 – Key Views. H&P Sub-Group to respond.

Action:LP

Reports – Reply agreed.

Respondent 6

Page 6 – Monitoring. Reply agreed.

Page 8 – Green Corridor. Reply agreed.

Page 9 para 3.2.1 – Housing. H&P Sub-Group to respond.

Action:LP

Page 12 – Spelling/grammar. Reply agreed.

Page 14 – Green Corridor. Reply agreed

Page 15 – Trees. Reply agreed.

Page 17 – Pavements and road safety. Reply agreed.

Page 19 – Banning cars. Reply agreed.

Page 22 and 24 – Justification of statements on heritage. Heritage Sub-Group to reply.

Action:BE

Page 25 – New dwellings. H&P Sub-Group to reply.

Action:LP

Page 26 – Character of new build. H&P Sub-Group to reply.

Action:LP

Page 27 and 28 – Character areas. H&P Sub-Group to reply.

Action:LP

Page 26 – Flats. H&P Sub-Group to reply.

Action:LP

Page 30 – Ambiguous statement on gardens. H&P Sub-Group to reply.

Action:LP

Policy H&P 4.2 - Concreted forecourts. Reply agreed.

Page 36 – Attracting younger families. H&P Sub-Group to reply.

Action:LP

Page 38 – TPO's. Reply agreed.

Respondent 7

Section 3.2 – Support for Vision. Reply agreed.

Map M-BNE2 – Transcription error. Reply agreed.

Policy HE 1 – Support. Reply agreed.

Respondent 8

Section 4.1 – Support for biodiversity. Reply agreed.

Section 4.2 – Business, support for aspiration. Reply agreed.

Section 4.3 – Traffic control. Reply agreed.

Section 4.4 – Heritage, support for HE 2. Reply agreed.

Section 4.5 - Decisions on DDB. H&P Sub-Group to reply.

Action:LP

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.

- Respondent 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. **Action:LP**
 SR2, page 37 and Aspiration AP 5.6.2. Draft a reply.
Action:PD
 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.
- 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.
Action:LP
 HE 2 – List of non-designated Heritage Assets.
 Heritage Sub-Group to reply and seek views of Local Authority and consultant.
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**

ITEM 4 – CORRESPONDENCE

Email Count from Web Site

| | | | | | |
|-------------------|-----|--------------|-----|--------|----------------|
| 2015 and before | 53 | | | | |
| Jan 2016 | 7 | | | | |
| Feb 2016 | 46 | | | | |
| Mar 2016 | 42 | | | | |
| Apr 2016 | 47 | | | | |
| May 2016 | 67 | | | | |
| Jun 2016 | 74 | | | | |
| Jul 2016 | 26 | | | | |
| Aug 2016 | 59 | | | | |
| Sep 2016 | 70 | | | | |
| Oct 2016 | 100 | | | | |
| Nov 2016 | 121 | | | | |
| | | Up to Dec | | | |
| Dec 2016 | 52 | 2016 | 764 | | |
| Jan 2017 | 75 | | | | |
| Feb 2017 | 118 | | | | |
| Mar 2017 | 311 | | | | |
| Apr 2017 | 23 | | | | |
| May 2017 | 38 | | | | |
| | | | | | One from Nick |
| Jun 2017 | 58 | Jan-Jun 2017 | 623 | Was 57 | Cardnell to me |
| Jul 2017 | 45 | | | | (BE) copied in |
| Aug 2017 | 25 | | | | |
| Sep 2017 | 42 | | | | |
| Oct 2017 | 91 | | | | |
| Nov 2017 | 204 | | | | |
| Dec 2017 | 66 | Jul-Dec 2017 | 473 | | |
| Jan 2018 | 96 | | | | |
| Feb 2018 | 127 | | | | |
| Mar 2018 | 69 | | | | |
| | | | | Was | |
| Apr 2018 | 143 | | | 142 | One email sent |
| May 2018 | 66 | | | | |
| Jun 2018 | 87 | Jan-Jun 2018 | 588 | Was 84 | 3 emails sent |
| Jul 2018 | 58 | | | Was 54 | 4 emails sent |
| Aug 2018 | 56 | | | | |
| Sep 2018 | 101 | | | | |
| | | | | Was | |
| Oct 2018 | 142 | | | 141 | 1 email sent |
| Nov 2018 | 58 | | | | |
| Dec 2018 | 58 | | | | |
| Jan 2019 (so far) | 11 | | | | |

ITEM 6 - SUB-GROUP REPORTS

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

| | |
|----------------------|--|
| Topic sub-group | <u>Heritage</u> |
| Dates of Meeting | <u>10/01/2019</u> |
| Time of meeting from | <u>4.15 p.m to 5:40 p.m.</u> |
| Location of Meeting | <u>Bellamy Cottage</u> |
| Present: | <u>Bill Egerton, Caroline Crisp, Jill Kelsey</u> |

Key Discussion Points

This meeting had been called to draft responses to the Heritage-related representations made by villagers and others during the “Regulation 14” consultation in December 2018. A list of these representations, sorted by topic, had been circulated by BE, along with draft responses to some of the representations.

The meeting first noted with thanks the enthusiastic representation from David Stuart of Historic England, which quoted Policies HE1 and HE2, among others, as “*clear and positive examples of how such an exercise can ensure the protection and enhancement of the historic environment and guide future change to that end*”.

The meeting then went through the representations one by one, reaching the following conclusions:

- No 17, Policy HE1 – The Policy as presently drafted applies to all development “on previously undeveloped land”. Nick Cardnell questions why the Policy is only to be applied to brownfield sites and not to greenfield development (although presumably he meant this to read the other way round). The Subgroup concluded that it would really intend the Policy to apply to any application that opens fresh ground. BE will seek advice from Nick Cardnell on wording for the Policy to achieve this. **Action BE.**
- No 17, Policy HE2 – It is not possible for a Policy to action the Local Authority to create a Local List. Advice had been sought from David Stuart, which had confirmed that this is so, and also observed that this is a common problem in Neighbourhood Planning, with some Neighbourhoods creating lists with other names and some lesser degree of protection. The Subgroup concluded that the action currently written as a Policy should be moved to Section 5 (Community Aspirations), along with most of the accompanying text, but that some descriptive text should

remain in Section 4 referring forward to the Community Action. There was discussion on the idea of including a Policy for protecting a temporary “List of Heritage Assets of Local Value” that would include only those buildings whose owners agreed. The idea was rejected on the basis that we had been careful to ensure that potential assets were only excluded on the basis of evidence, not simply because a householder requested its exclusion. This ‘evidence-led’ approach was important and should not be abandoned now. In addition it would raise the question of what to do in the future if a householder decided they wanted to withdraw their agreement.

- No 8, Section 4.4 Heritage – Noted with thanks.
- No 12, HE2 – This representation seeks to strengthen the Policy by publishing the list in the Neighbourhood Plan “for ratification by the Local Authority”. As confirmed by Historic England, it is not possible to action the Local Authority in this way. However the Subgroup agreed to recommend to the Steering Group that the draft list should be published, with the map, as an Annex in the Neighbourhood Plan. **Action BE.**
- No 14, HE2 Locally important heritage assets – The first request in this representation was for a change in the wording of Policy HE2. As the Policy is being deleted, the request becomes irrelevant.
- No 14, HE2 Locally important heritage assets – The second part refers to some wording about Silver Street in the text accompanying the Policy. It was agreed that the words were unnecessary and would be deleted in moving this part of the document to Section 5 (Community Aspirations).
- No 14, HE2 Locally important heritage assets – The third comment by these respondents asked that the Neighbourhood Plan should note that there had not been an opportunity for householders to object. The Subgroup concluded that it is not our job to teach the Local Authority to do their job; when and if they create a formal Local List it will be up to them to do it properly, in accordance with law and regulations pertaining at that time. The status of the Report is already abundantly clear.
- No 31, Policy HE2 – This representation observes that the list had “not been well received by many”, and that the draft list was disproportionate in size. The draft responses tabled before the meeting was approved.
- No 5, Section 4.4 – This said that the selection process was ill-advised. The draft response was approved.
- No 6, Page 24 – This queried the selection criteria used by the Heritage Consultant. The draft response was approved.
- No 36 (Springhead Hotel) and No 37 (Punch Taverns) – These representations sought (it is thought) exclusion of the

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| Sub-groups to collate evidence and prepare a draft introduction for the respective neighbourhood plan section and begin to draft policy once the stage two survey results are published | 01 to 03/2018 | All sub-groups |
| Consider public consultation feedback results and analysis and agree next steps | 20/02/2018 | Steering Group/Sub-groups |
| Consider feedback from landowners and how this will be incorporated into neighbourhood plan policy. | 20/02/2018 | Steering Group |
| External audit report on stage two survey and housing needs survey published ready for March Steering Group meeting. | 28/02/2018 | Survey Sub-Group |
| Draft newsletter no 4 presented by Survey Sub-Group for endorsement by Steering Group | 20/03/2018 | Survey Sub-group/Steering Group |
| Responses to survey comments passed to Sub-groups | 03/2018 | Survey Sub-group |
| Consultants site visit re designation of Key Views and Local Green Spaces | 21/03/2018 | BW/TG plus EP,BE, CM,JW |
| Request for comments from SG members on each of the draft Neighbourhood Plan sections and Vision/objectives | 21/03/2018 to 04/03/2018 | SG Members |
| Consultation meetings with landowners facilitated by Chair | 04/2018 | Steering Group |
| Distribution of Neighbourhood Plan Newsletter No 5. to all stakeholders. | 29/03/2018 to 03/04/2018 | Survey Sub-group/Steering Group |
| Responses from SG members on Neighbourhood Plan draft sections and Vision/objectives collated by CM and sent to respective sub-groups. | 05/04/2018 | CM |
| Sub-groups to meet and agree response/re-draft of NP sections | 05/04/2018 to 17/04/2018 | Sub-groups as appropriate |
| Steering Group to agree core content for draft Neighbourhood Plan and agree arrangements for drafting of full plan. | 17/04/2018 | Steering Group |
| Steering Group to receive Independent Assessment of Key Views and Local Green Space. | 17/04/2018 | Steering Group |
| Steering Group to agree plan for completion of the Neighbourhood Plan following changes to grant funding arrangements. | 17/04/2018 | Steering Group |
| Draft Place Appraisal to be updated based upon feedback including that from the Stage Two Survey | April/May | PD/BE/CM |
| First draft structure of Neighbourhood Plan to be produced | Prior to 15/05/18 | PD/CM |
| Landowner responses to LGS and Key View consultation to be considered. | Prior to 15/05/18 | H and P and Biodiversity sub-group |
| Consultation meetings with landowners. 19 th June (Terry Pegrum) and 6 th July (Christopher Seal). Proposed meeting with Wessex Water plc. | June/July | PD/Steering Group |
| Approval of draft Neighbourhood Plan sections on Employment and Getting | 19 June 2018 | Steering Group |

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|---|---|--------------------------------|
| Around | | |
| Approval of draft Neighbourhood Plan section on Sports and Recreation | 17 July 2018 | Steering Group |
| Proposed meeting with Wessex Water on LGS | August 2018 | PD/ Biodiversity sub-group |
| Heritage subgroup walk around with Kim Sankey (consultant) regarding list of Local Heritage sites. | 23/08/2018 | Heritage sub-group/KS |
| Distribution of consultants report on list of non-designated heritage assets to affected property owners and SG with a covering note incorporating research on impact on property values. | 07/09/2018 | PD/Heritage sub-group |
| Meeting with Wessex Water to discuss Local Green Space policy proposal | 13/09/2018 | PD/CM |
| Further amendments to draft policy sections for the NP on Heritage, Biodiversity and Housing & Planning | 29/08/2018 to 25/09/2018 | Relevant sub-groups |
| Approval of draft Neighbourhood Plan sections on Biodiversity, Housing and Planning and Heritage. | 16/10/2018 | Steering Group |
| Revised Draft Neighbourhood Plan to Brian Wilson for Review | 1 st Week of October | PD/CM |
| Open meeting on Heritage Assets list with Angel Architecture for consultation and representations from the public.? | 4 th October 2018 | PD/BE/CM |
| Approval of H & P section of draft Neighbourhood Plan. | 16/10/2018 | Steering Group |
| Approval of Heritage section of draft Neighbourhood Plan | 06/11/2018 | Steering Group |
| Approval of final draft Neighbourhood Plan and agreement on arrangements for Regulation 14 consultation process. | 06/11/2018 | Steering Group |
| Regulation 14 process commences | 08/11/2018 | Steering Group |
| Recording of responses to Regulation 14 process | 08/11/2018 to 24/12/2018 | Steering Group |
| Formal Regulation 14 process ends. | 24/12/2018 | Steering Group |
| Progress report on Regulation 14 consultation | 18/12/2018 | Steering Group |
| Consideration of amendments to the draft Neighbourhood Plan following consultee feedback. | January and February 2019 | Steering Group and Sub-Groups. |
| Review Regulation 14 responses and agree policy revisions to draft Neighbourhood Plan based upon Sub-Group review. | 22/01/2019 | Steering Group |
| Agree final submission version of Neighbourhood Plan, Consultation Statement and Basic Conditions Statement. | 19/02/2019 | Steering Group |
| Submit the above documents to the Local Authority in accordance with the Regulation 15 requirements of the Localism Act. | 19 th February to 1 st March 2019 | Chair/Secretary |
| Await response of Local Authority. Chair /Secretary to arrange Steering Group meetings as needed.. | 2019 | Chair/Secretary |
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