

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting on Tuesday 17th January 2017 held in the Main Bar, Springhead Pub, Sutton Poyntz, which opened at 19.35 hours.

Present:

Kate Blee (Chairman)
Mark Cribb
Peter Dye
Tony Ferrari
Keith Hudson
Keith Johnson
Colin Marsh
Andrew Price

1. Apologies

Apologies were received from Chris Balfe, Liz Brierley, Bill Davidson, Bill Egerton, Huw Llewellyn and Doug Watson.

2. Minutes of Previous Meeting

The minutes of the meeting held on were approved as an accurate record, with no comments being forthcoming. KB reported that Chris Balfe has resigned due to work commitments however he is happy to help out, possibly in one of the theme groups.

3. Actions from the previous meeting.

- a. Logo. BE is talking to Tony Heathershaw. KB to check on progression.

Action: KB

- b. AECOM. There is some flexibility regarding the outstanding support from the first technical support package. The Group can consider further technical support packages later in the Plan process.

4. Grant Funding

Grant Application/Funding. The time by which the grant has to be spent has been extended to 17 March. KB will meet with BE to check that this is sufficient to meet expenditure until then, alternatively an additional funding application might be necessary. KB and BE will also meet to draft a budget from April for approval by the Society before a fresh funding application is submitted. Expenditure to date is: Newsletter, £187.20, stationery for Open Day £18.97, hall hire £60.00. A bill for the hall hire on 16th January is awaited.

Action: KB/BE

5. Appointment of local consultant

Six members of the Steering Group had attended the consultant presentations on 16th January and gave a verbal report on these. The two consultants were offering different approaches: RCOH offer a template-based Plan, which they say they have used to great effect, Brian Wilson Associates on the other hand, it was felt, would offer flexibility and work with the Group so that the Plan was very much our own. In addition Brian Wilson would be working with his colleague Julie Tanner and their different skills and experience are complementary which would be excellent for the Group. Both Brian and Julie had offered very helpful and practical answers to

questions and overall the members of the Group who had attended felt unanimously that Brian Wilson Associates should be appointed. Both consultants had provided reassurance that it was appropriate for the Group to undertake the summary and analysis of the first consultation which could then be sent to the consultant for comment and recommendations. After some discussion PD proposed and MC seconded that Brian Wilson Associates should be appointed but that the Group should undertake the initial work on the first consultation responses. This was agreed. KB will contact Brian Wilson to discuss the amended brief, and suggest that the work he does on the consultation is charged on an hourly rate.

Action: KB

KB will also ask Brian Wilson to attend the next meeting to talk about our next steps, particularly on identifying the key themes that the Plan should concentrate on.

Action: KB

It was further agreed that a smaller group should meet to undertake the summary and analysis of the consultation responses; KB, MC, KH and PD all volunteered, and PD also suggested that BE be asked to be involved once back from holiday. This group will meet as soon as possible so that their work can be submitted to Brian Wilson in good time, KB to contact sub-group members to set a date.

Action: KB

6. Observations on Local Plan and Local Plan Review

Some Members who had read the documentation felt that there was a need for the Group to understand the various terms better. KB suggested that Brian Wilson be asked to run a session on the Local Plan; this was agreed.

Action: KB

7. Frequency of Meetings and Decision Making

There was some growing concern about decision making between meetings by email. Not all members responded therefore it was difficult to establish whether a majority decision had been made and it was difficult to keep an audit trail of the Group's decision making in this way. CM requested that the Steering Group members acknowledge and respond to any e-mail communications as a matter of courtesy. CM felt it would be better to have additional meetings where specific decisions were needed. This was agreed. It was further agreed that MC should circulate the dates of the regular 2017 meetings, as although they are held on the 3rd Tuesday, providing the actual dates would enable people to diarise the meetings more easily.

Action: MC

The same structure will be required for any sub-groups set up, with each group reporting back to Group meetings.

It was also agreed to publish the meeting dates on the website, stating that all meetings are open to the public.

Action: BE

9. Land at Plaisters Lane

LB had asked to give an update on the current position regarding the promoter and her husband's future plans for the field. As she had to give last minutes apologies this will be deferred to the next meeting.

10. Any Other Business

- a) The results of the first consultation will need to be reported back to the community via another newsletter. A report on the progress of the Plan will go to the Society AGM in April.
- b) It was agreed to remove CB and DW from email circulation for the Group, subject to confirmation from DW that he is happy with this. Both will still be contacted to help out as and when they can.

Action: All

11. Date and Time of the Next Meeting

The next meeting is on Tuesday 21st February at 7.30 p.m. in the Springhead Pub, not the Blue Duck Bar.

The meeting concluded at 21.10 hours