

Sutton Poyntz Neighbourhood Plan Steering Group

Agenda for meeting on 15th August 2017 to be held in the Blue Duck Bar of the Springhead Pub, Sutton Poyntz commencing at 7.30pm.

- 1. To Receive apologies – advance apologies from Andy Hohne and Keith Hudson.**
- 2. To Approve minutes of the previous meeting held on 18th July 2017.**
- 3. To Receive an update on actions from the previous meeting (not otherwise on the agenda)**
- 4. To Address items of correspondence**
 - 4a – Clarification response from Brian Wilson Associates regarding a proposed meeting with Stakeholders.**
 - 4b – Response from Brian Wilson Associates to draft questions to landowners.**
- 5. To Receive reports of sub-group meetings including notification of additional members**
 - a) Place Appraisal (meeting held 01/08/17)**
 - b) Biodiversity and the Natural Environment**
 - c) Employment, Business and Tourism including IT/Communications**
 - d) Heritage**
 - e) Housing and Planning**
 - f) Land Use and Conservation**
 - g) Sports and Recreation**
 - h) Transport (meeting held 27/07/17 and 01/08/17)**
- 6. To Discuss the arrangements for a proposed consultation meeting with Stakeholders on 23/09/2017**
- 7. To Review and revise the schedule for the Neighbourhood Plan.**
- 8. Any Other Business**
- 9. Date and Time of the Next Meeting**

To confirm the date and time of the next meeting as Tuesday 19th September 2017 at 7.30pm.

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 18th July 2017 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.32 hours.

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

1. Apologies

No apologies were received. The chair noted the omission of apologies received by herself from Keith Hudson prior to the June meeting and which had not been passed on, for which an apology was noted.

2. Minutes of Previous Meeting

The minutes of the meeting held on 20th June 2017 were approved as an accurate record and endorsed by the chair.

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

Item 3b in relation to the placing of notices as to steering and sub-group membership on the village noticeboard was noted as an on-going item.

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

The chair asked which sub-groups had submitted questions for consideration by the Place Appraisal sub-group and it was confirmed that this had been done by the Biodiversity and Transport sub-groups. SH noted that some questions had also been submitted by the Employment, Business and Tourism sub-group directly to BE.

4. Correspondence

- a) The response from Brian Wilson and Associates (consultant) advising caution in relation to holding a workshop specifically for landowners and suggesting a more widely targeted workshop was discussed. TF expressed the need to engage with landowners specifically and BE suggested that a one-to-one approach may be more constructive. TF initiated discussion on the setting of questions and raised issues as to how specific these needed to be and when they should be asked. A number of members were unsure as to why the consultant had expressed caution regarding an open workshop and suggested that this required further clarification. Building on an earlier proposal by CM, HL suggested formulating some open questions that could be targeted at each of the landowners in order to gather information as to their future intentions, either in writing or by meeting with the Steering Group. BD supported this view and stressed the need for open communication and retention of a clear and accurate record of the responses. TF agreed and saw this as an opportunity for landowners to suggest improvements that would benefit the community. The following actions were resolved.

i) Clarify with Brian Wilson Associates (consultant) the rationale behind the response to the original proposal for a specific workshop involving landowners.

Action: KB

ii) HL/CM/AP to meet and formulate some open questions for communication to landowners in respect of their future intentions, what they expect of the community and what they can offer in return. These questions are to be reviewed by the consultant prior to sending to landowners who would be offered the opportunity to respond in writing or in a presentation to the Steering Group.

Action: HL/CM/AP and KB

- b) KB reported that the response from 'Locality' confirmed the suitability of an electronic archive without the need for hard copy. BE was confirmed as the electronic archivist and he commented on the need to think again about the cataloguing of files such that they were easier to navigate.

CM explained the process of distributing records of sub-group meetings as soon as the members of that sub-group had agreed them as a true record. In order that these were not overlooked KB requested that the date of the meeting(s) be noted on any future agenda alongside the respective sub-group entry.

In relation to the second question as to the legal liability of Steering Group members the response from Locality did not satisfactorily address this concern. BD raised the question of insurance cover and it was suggested that the Sutton Poyntz Society as the Neighbourhood Forum determine whether their current insurance arrangements provided cover for members of the Steering Group in this respect.

Action: BE

5. Declaration of Conflict of Interest

It was confirmed that the respective forms needed to be completed by Steering Group and Sub-Group members and that any outstanding forms be collected. KB had reviewed those received to date and stated that some may need amending and she will contact those concerned.

Action: KB

Concerns had been raised by some sub-group members as to the publication of details contained on these forms on a public web-site. SH expressed similar concerns at the meeting. BE suggested that there was a need to have a signed declaration of interest but questioned the need to make this information public in normal circumstances

It was agreed to clarify with the Weymouth and Portland Borough Council whether the information had to be published as opposed to being held securely by the Chair or Minute Secretary.

Action: KB

It was agreed at this point to bring item 7 (Sub-group reports) on the agenda forward in order to accommodate the need for LB to leave the meeting early due to work commitments.

6. Sub-group Reports

Housing and Planning – LB reported that a meeting with the consultant was planned for September in order to formulate questions for the second public survey. Two specific points requiring clarification had arisen - whether a failure to 'call for sites' would negate the ability to steer future development and how to formulate the type and structure of future public survey questions. In order to address these issues a meeting in early September with Brian Wilson and Julie Tanner had been suggested. The Steering Group agreed that this would be an opportunity for other sub-groups to also meet with our consultants.

The availability of BW/JT was to be ascertained with regard to a meeting in late August.

Action: KB

LB departed the meeting at this point (20.34).

Place Appraisal – PD reported that drafts of key sections and an outline structure of the Place Appraisal document had been placed on Drop Box as of 18 July and remained as work in progress with a number of editing and overlap of content issues to be addressed. PD outlined the purpose of each of the key sections.

The recent work on the Census analysis was seen as being particularly helpful in providing a picture of 'how the village is today'. BE commented upon the overall length of the document and the challenge of summarising a large amount of information into a relatively small space.

On a general note the chair asked the meeting as to how Drop Box facility had been received. Most people seemed to have accessed files without difficulty and it was suggested that other sub-groups need to upload files onto the system as opposed to using e-mail.

The Place Appraisal sub-group requested that members access the draft Place Appraisal document and offer ideas as to the suitability of sub-headings.

Action: All Steering Group members

Biodiversity and the Natural Environment – CM reported that Jack Winsper had joined the group. The group remained focussed on collecting examples of best practice from other Neighbourhood Plans as well as other relevant documents such as those on Green Space. He further reported on work undertaken in respect of hedgerow surveys and AP stressed the importance of also surveying trees.

The next stage was to map the priority biodiversity along an eco-corridor centred on the River Jordan and its feeder streams which would provide a basis for assessing the impact of any future development.

Employment, Business and Tourism including IT/Communications - SH reported that the outcomes of the Place Appraisal process were awaited. Wessex Water had also been contacted in respect of working together on business and tourism opportunities such as a tea room and links to the waterworks museum. A response was awaited.

Heritage – BE reported that there had been two meetings, the first to establish what needs to be done and the second a mapping exercise focussed on creating a list of important local assets. It was noted that the Weymouth and Portland Borough Council did not possess such a list and Historic England guidance was being used to

develop criteria for mapping assets such as walls, bridges, buildings with a view to gaining recognition by NPPF. This would then form the basis of a policy to be included within the plan for the Local Authority to consider when making future planning decisions.

Land Use and Conservation – HL and Mike Blee had met and using the Land Utilisation survey had identified opportunities for change of current land use with focus on local green space and conservation aspects. BE suggested that the deciduous woodland either side of Plaisters Lane needs to be considered in terms of the views of the village on tree protection in such areas.

It was agreed to disband this sub-group with immediate effect and to incorporate the ideas and resource into the work of various other sub-groups in line with the decision of the June meeting.

Sports and Recreation – PD reported that there had been no further meeting. Contact with the Springhead Pub and Wessex Water were on hold. Green Space initiatives were an area for future exploration by the group. It was considered that the Place Appraisal document and census analysis would help to determine future needs and options in relation to this topic.

Transport – SE reported on progress and referred specifically to the continued surveys and the proposal at a cost of £250 for the Dorset County Council Highways Department to monitor the speed and volume traffic along the lower section of Plaisters Lane. This was seen as an opportunity to provide objective data in respect of concerns raised by residents in the initial public survey.

TF agreed to action this with Dorset County Council upon being provided with a contact for the invoice (agreed the Sutton Poyntz Society) and a suggested location for a single monitoring point. **Action: CM**

CM commented upon the desire by residents for a 20mph limit and noted the Dorset County Council criteria of serious/fatal incidents, excessive use by children or equestrians and the difficulty of meeting these. Reporting of incidents by the public was suggested as one way of informing this process.

The rights of way survey had been completed and CM had entered the requests for maintenance on the Dorset for You web site.

A response to the discussion document on 'Access along Puddledock Lane' had been received from Dorset County Council with the assistance of County Councillor Tony Ferrari and it was suggested that this be placed on Drop Box. **Action: CM**

KB commented upon a communication from Anne Kemp regarding traffic movements and turning by the pond and confirmed that this had been referred to the Sutton Poyntz Society in the first instance.

7. Terms of Reference of sub-groups regarding discussions with stakeholders

CM explained that this item related to sub-groups approaching stakeholders including local businesses with regard to gathering information but not in any way committing to policy decisions. Following brief discussion it was resolved that sub-groups were permitted to approach stakeholders subject to making it clear at the outset that the

discussion was solely for the purpose of gathering information and seeking stakeholder views and that an accurate record be made of such contact and communicated to the Steering Group as part of the normal reporting process.

8. To Consider monitoring of traffic speed and volume through Sutton Poyntz.

This agenda item was dealt with under the Transport sub-group report (see Action above under Item 6; Transport; paragraph 2).

9. To review progress against the Neighbourhood Plan Schedule

AP commented on the extent to which the group had slipped behind the original planned schedule for completion of the Neighbourhood Plan. It was noted that additional work had been taken on in the form of the Place Appraisal which had caused some of the slippage. CM suggested that the schedule be reviewed and that an item to this effect be placed upon the agenda for the August meeting.

Action: CM

In relation to the overall schedule BE suggested that the Neighbourhood Plan would have to be submitted for approval prior to the proposed Weymouth Town Council being formed as this will impact the legal status of the Neighbourhood Forum. TF noted that the proposed timing for this was April 2019 although other factors may determine the exact timing of the submission. A general discussion followed on the possible impact of the Local Government review although much of this remained hypothetical.

10. Any Other Business

The chair asked each of those present if they had any items of other business. As no one had any matters to raise the meeting was declared closed at 21.55 hours.

Date and time of the next meeting.

The date and time of the next meeting was confirmed as Tuesday 15th August 2017 at the Springhead Pub at 19.30 hours.

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP
Correspondence for meeting on 15/08/2017

Item 4a: Clarification response from BWA regarding consultation with Stakeholders.

Email regarding landowner 'caution' clarification.

From: [Brian Wilson](#)

Sent: 21 July 2017 15:41

To: [Katrina Blee](#)

Cc: [Julie Tanner](#)

Subject: Re: Sutton Poyntz Neighbourhood Plan

Good afternoon, Katrina.

Julie and I could both make Saturday 23rd September, if that suits. That fits around my holiday plans and other weekend commitments.

Landowners - it can definitely be useful to engage quite early with landowners and is a must in certain circumstances. My caution was (and I may have misunderstood) that the intention seemed to be calling in landowners for a workshop, when your emerging NP proposals were essentially about protection of land, heritage and the village setting. Inevitably landowners will be mainly interested in development opportunities and that (allocating land for housing) didn't seem to be on the NP wishlist - at least, not when we last met. The protection message felt like a difficult (what's in it for me) sell to a room full of landowners.

That said, there might have been ways of addressing this point, e.g.:

- Make the main topics of current interest clear in the invitation, so it comes as no surprise during the workshop;
- Make it clear you're still open-minded about the scope of the NP (including development) at this stage in the process;
- Have a mix of landowners and other interested stakeholders attending, so there are differing perspectives.

If (?) the group has moved on to a point where it is more inclined towards allocating a site or sites for housing, then we're now in a different situation.

Either way, Julie and I would be very happy to review a list of questions for landowners. We look forward to receiving them.

Kind regards,

Brian

Brian Wilson Associates

On 21/07/2017 09:29, Katrina Blee wrote:

Morning to both.

Couple of things which came out of our meeting last week:

1. We would like you both to come, ideally on a Saturday, to meet with SG members and sub-groups early September to talk about the draft Place Appraisal (which will be with you towards the end of August) and also to meet with each of the sub-groups who all have questions for you. Something like 10-3 would work. Can you let me have some dates.
2. Landowner consultation - we were a bit uncertain as to the reasons for your caution against a stakeholder workshop, and the Steering Group is very concerned that we must consult landowners, perhaps you could clarify your concerns? What we are now going to do is come up with a few questions for landowners, for you to advise on, then send these out, inviting them to come

along to a SG meeting to speak for 10 mins, or to respond in writing if they prefer. Andy Price, Colin Marsh and Huw Llewellyn are drafting questions, which you will receive shortly for comment.

Katrina

Item 4b: Response to Draft Questions to Landowners.

From: [Brian Wilson](#)

Sent: 10/08/2017 09:10 AM

To: [Katrina Blee](#)

Subject: Fwd: Re: Fw: Questions to Landowners

Katrina,

This (below) is the stray email that was sent about the landowner questions.

By all means come back if you have further queries.

Kind regards,

Brian

Brian Wilson Associates

Subject:Re: Fw: Questions to Landowners

Date:Thu, 27 Jul 2017 11:47:30 +0100

From:Brian Wilson

To:Katrina Blee

CC:Julie Tanner

Katrina,

Your draft looks helpfully quick-to-complete and will hopefully prove a good way to start engaging with landowners. For that reason, I would not want to add substantively to it.

It is, of course, always possible that those with development aspirations choose not to share them with you. I wonder if an additional sentence would help, that encourages sharing whilst not creating any hostages to fortune. Along the lines: "If your aspirations fit with the Neighbourhood Plan objectives and are viewed positively by local residents it may be the Plan could assist them."

Julie has made a good point. You could also say it would help if they enclosed a map showing their land holding with their response. Building up a picture of land ownership could prove useful.

I hope these comments are helpful.

Kind regards,

Brian

Brian Wilson Associates

On 26/07/2017 10:02, Katrina Blee wrote:

Could you please look at this, and get back to us with your comments.

Katrina.

From: Colin Marsh

Sent: 26 July 2017 08:46

To: Katrina Blee

Cc: Huw Llewellyn; Andy Price

Subject: Questions to Landowners

Katrina,

Further to the Steering Group action placed upon us please find attached proposed letter and questions for landowners as agreed by Andrew, Huw and myself.

Can you please pass this on to Brian Wilson for review.

Many thanks

Colin

To:

Date:

Dear Stakeholder,

Following the request for general feedback from all stakeholders in our October 2017 survey we are now seeking to address specific issues including those related to future land use. As part of the information gathering process we are contacting yourself and other owners of land within the Sutton Poyntz Neighbourhood Plan area and would value your feedback in respect of the following questions.

1. Do you foresee any change in the use of the land that you own during the lifetime of the Sutton Poyntz Neighbourhood Plan (next 15 years)
YES
NO

2. If the answer to question 1 is yes, we would be grateful if you would describe those plans in as much detail as possible making clear reference to the land involved.

3. In order that the aspirations of the community and its stakeholder partners are met –
 - a) What do you believe your organisation or yourself can offer that will make Sutton Poyntz a better place in which to live and work?
 - b) What do you feel the Sutton Poyntz community can do to assist you in meeting your aspirations?

We would be pleased to receive your communication in writing, electronically or as a presentation to our Neighbourhood Plan Steering Group at a mutually convenient time. Your feedback would be welcomed by (date to be inserted) in order to facilitate the process moving forward.

Katrina Blee

Chair

Sutton Poyntz Neighbourhood Plan Steering Group.

