

Sutton Poyntz Neighbourhood Plan Steering Group

Agenda for meeting on 19th September 2017 to be held in the Blue Duck Bar of the Springhead Pub, Sutton Poyntz commencing at 7.30pm.

- 1. To Receive apologies (apologies in advance from Tony Ferrari and Huw Llewellyn)**
- 2. To Approve minutes of the previous meeting held on 15th August 2017.**
- 3. To Receive an update on actions from the previous meeting (not otherwise on the agenda)**
- 4. To Address items of correspondence**
Item 4a – Response from Brian Wilson and Associates regarding the Lead Consultant.
Item 4b – Communication from the Sutton Poyntz Society regarding Community Energy Google Forum.
- 5. To Receive reports of sub-group meetings including notification of additional members**
 - a) Place Appraisal (meeting held 22/08/17)**
 - b) Biodiversity and the Natural Environment (meeting held 06/09/17)**
 - c) Employment, Business and Tourism including IT/Communications**
 - d) Heritage**
 - e) Housing and Planning (e-mail from EB dated 10/09/17 pre-circulated)**
 - f) Sports and Recreation**
 - g) Transport (meeting held 07/09/17)**
- 6. To Agree an agenda and arrangements for the Steering Group meeting with Brian Wilson and Associates on 23rd September 2017.**
- 7. Any Other Business**
- 8. Date and Time of the Next Meeting**
To confirm the date and time of the next meeting as Tuesday 17th October 2017 at 7.30pm.

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 15th August 2017 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.38 hours.

Present: Katrina Blee (chair), Bill Davidson, Peter Dye, Bill Egerton, Sue Elgey, Tony Ferrari, Andrew Price, Keith Johnson, Huw Llewellyn, Colin Marsh.

1. Apologies

Apologies had been received in advance of the meeting from Andy Hohne, Keith Hudson, Liz Brierley and Susan Higham.

2. Minutes of Previous Meeting

The minutes of the meeting held on 18th July 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 in relation to insurance cover against personal liability of steering group members – BE reported that he was awaiting a response on this question from the insurers used by the Sutton Poyntz Society

In relation to item 5 from the minutes of the last meeting KB reported that a number of Declaration of Conflict of Interest forms were still to be submitted or required amendment and re-submission. On the same matter KB was still awaiting a reply from the Weymouth and Portland Borough Council on the question of public access to Declaration of Interest information.

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

4. Correspondence

Correspondence item 4a – reply from Brian Wilson of Brian Wilson Associates clarifying his reasoning behind a cautious approach to a meeting with landowners. Commenting on the written response, TF expressed concern as to the misunderstanding of our consultant relative to the current Steering Group position on land development. CM noted that Brian Wilson had not had the opportunity to attend a meeting for some time which may be one factor. On this point the chair verified with the minute secretary that copies of Steering Group minutes were copied to Brian Wilson Associates; this was confirmed. The proposed meeting on 23 September was to be discussed as agenda item 6.

Correspondence item 4b – reply from Brian Wilson of Brian Wilson Associates regarding the proposed draft questions for landowners. The chair summarised the key points of the response and initiated discussion within the Steering Group. The ensuing discussion covered the following points.

- a) The chair confirmed that of the major landowners Wessex Water plc and PJ Seal had responded to earlier contact and had provided maps of their land ownership but no communication had been received from Peter Broach.
- b) In relation to the proposed draft letter to landowners it was agreed:
- i) Amend question 1 to read “Are you hoping for any change in the use (next 15 years)”
 - ii) Amend line 1 of question 2 by replacing the word “plans” with “aspirations”.
 - iii) Amend line 1 of question 3 to read “In order that the interests of the community could be met – “
 - iv) After some discussion it was resolved not to amend part b) of question 3.
 - v) It was confirmed that the letter should be personalised and sent specifically to landowners.
 - vi) In seeking to determine which landowners the letter should be sent to AP sought clarification that it was aimed at development prospects outside of the development boundary, this was confirmed. Following identification of a growing list of suggested landowners CM questioned whether a definitive list of landowners actually existed and how this could be obtained beyond reliance on local knowledge in order that no one was missed. It was resolved that KB and BE meet in order to prepare a list of landowners.
- Action: KB/BE**
- vii) In response to CM’s concerns regarding a definitive list, TF suggested a note be included in the next newsletter to alert landowners to the letter having been sent so as to capture any who may have been missed.
 - viii) It was agreed to insert a deadline for reply of three weeks after the letter is sent out.
- c) With reference to earlier discussions on communication with the consultants TF suggested that a single point of contact should exist and in view of the work undertaken to date having a place planning emphasis recommended that Julie Tanner be the preferred contact. It was agreed that Katrina Blee speak to Brian Wilson in this respect.
- Action: KB**

5. Sub-group Reports

The chair suggested that the Place Appraisal report be dealt with last. This was agreed.

Biodiversity and the Natural Environment – The sub-group had not met since the last Steering Group meeting and CM reported that the evidence gathering process was continuing in terms of the hedgerow survey and review of Biodiversity Group reports and that a mapping format had been initiated.

Employment, Business and Tourism including IT/Communications - In the absence of both AH and SH no report was available.

Heritage – BE reported that there had been a further meeting which had taken the form of a continuation of the walkabout process in order to identify key sites. CM requested a record of this meeting which BE confirmed was being processed. CM offered to attend and minute these sub-group meetings subject to his availability.

Housing and Planning – LB reported in a prior e-mail communication that the sub-group had not met.

Land Use and Conservation – The chair confirmed that the topics to be addressed by this sub-group would now be taken on by other sub-groups and that this sub-group was now formally dissolved.

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

Transport – SE reported on a further bus survey as well as a site meeting by CM with Dave Carey of the Dorset County Council Highways Department regarding options in relation to on-street parking. The views of horse riders had been sought but no specific issues had been raised. In view of the overlap on transport issues between the Borough and County Council it was agreed to copy results of the bus survey to County Councillor Tony Ferrari (these having already been provided to Borough Councillor Ian Bruce). CM reported that a number of actions had already been completed in relation to maintenance of public rights of way and commented on the need for community involvement in future monitoring and possible maintenance activities. AP asked about the availability of the Puddledock Lane discussion document and CM reported that he had still to meet with PD in order to get this installed on Drop Box.

Action: CM

Place Appraisal – BD commented upon the “impressive document” following production and circulation of the first draft of the Place Appraisal. PD emphasised that it was only a draft and invited comments on the document as well as how it should be communicated. He stressed that it must encompass the views of the village and anticipated on-going revision as feedback was received in order to help strengthen the document. Steering Group members were requested to read the document and provide comments to PD by 21 August in readiness for a meeting of the Place Appraisal sub-group on 22 August (10 am Northdown Farm)

Action: All

In discussing the distribution of the document for consultation PD suggested the first winter Coffee Morning. KB stressed the need to reach those who do not attend this and wondered if copies could be made available at the pub and maybe a laminated one in the Mission Hall porch. In addition, there is the Society’s email distribution list and in this respect CM expressed the importance of contact with everyone including non-members of the Sutton Poyntz Society. BE suggested that loan copies could be made available from Steering Group members

6. To Discuss the arrangements for a proposed consultation meeting with stakeholders on 23/9/2017.

It was clarified that this item in fact related to a meeting with the consultants and not stakeholders, the purpose of which is to answer sub-group queries and talk about how best to present and consult on the Place Appraisal, and to seek guidance on the

next steps for the Neighbourhood Plan preparation. The date was confirmed and it was suggested that the meeting would need to allow time for both one-to-one discussion with the consultants and a plenary session. It was agreed that each sub-group must be clear on what it expected to gain from the meeting by the next Steering Group meeting on 19th September.

7. To Review and revise the schedule for the Neighbourhood Plan

The chair handed out a revised draft schedule that she had produced as a basis for discussion. AP stated that in order to move the process forward there was a need for sub-groups to provide specific information in relation to their topic areas. BD also noted the need for sub-groups to provide detail as to the precise advice they required from our consultants. Arising from the issues to be addressed by the Housing and Planning sub-group TF and AP presented different viewpoints as to whether the focus of the evidence gathering questions should be on the desire of the existing community or an assessment of actual housing needs. In conclusion TF invited AP to become involved in the Housing and Planning sub-group. AP questioned the wisdom of the decision to progress the Neighbourhood Plan through sub-groups. It was agreed that a key element of the decision to have sub-groups was to achieve the involvement of the wider community in the preparation of the Neighbourhood Plan. In terms of timescales TF suggested the Steering Group receive draft questions for the next public survey from the various sub-groups by 1st December 2017. BE suggested that two months be allocated for the drafting of the survey questionnaire. February/March 2018 was seen as a realistic time to undertake and process the formal consultation survey. KB suggested that the "Autumn" schedule should therefore be broadly left as per the draft and that the rest of the timetable be addressed after the session with consultants on 23rd September; this was agreed. TF reminded the Steering Group not to go beyond the 'life of Weymouth Borough Council' which was assumed to be April 2019.

8. Any Other Business

The chair asked each of those present if they had any items of other business. No one had any other matters to raise. In closing the meeting the chair noted that AP was in the process of moving away from the immediate locality and on behalf of the Steering Group thanked him for his much valued contribution and wished him well for the future in the event that he had moved house before the September meeting. The meeting closed at 21.23 hours.

Date and time of the next meeting.

The date and time of the next meeting was confirmed as Tuesday 19th September 2017 at the Springhead Pub at 19.30 hours.

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

Topic sub-group - Biodiversity and the Natural Environment

Date of Meeting 06/09/2017 **Time of meeting from** 19.40 to 21.21

Location of Meeting Springbank, Plaisters Lane

Present: Katrina Blee, Colin Marsh, Jack Winsper

Apologies: Huw Llewellyn

Key Discussion Points

- KB suggested that the first priority was to identify questions for the Steering Group consultants in readiness for the meeting on 23rd September and went on to explain the background and purpose of this meeting following preparation of the Place Appraisal draft document in order to ensure that Jack Winsper was fully informed. This raised a number of questions in relation to how much onus for biodiversity protection and enhancement could be placed on developers, the need to align with the intent of the Weymouth and Portland Borough Council Local Plan and possible modification of the tree preservation policy.
- Suggested questions were – How far can we go regarding the biodiversity protection and enhancement obligations placed on developers; Could the requirement to seek permission for tree works within the conservation area be relaxed to exclude specified non-indigenous species; How can enforcement be strengthened; Ability to influence/strengthen biodiversity mitigation criteria for new development; Example schemes where voluntary groups have worked with residents to encourage biodiversity on domestic premises.
- It was agreed that we need to establish the scope of current biodiversity protection criteria at the planning stage and seek to enhance this appropriately.
- In relation to the impact of development on biodiversity CM presented an initial map he had prepared of the priority wildlife species and habitat locations within the Neighbourhood Plan area. It was agreed that this was a useful way of presenting such data. JL expressed concern that the content should not be taken as absolutely definitive of what was present and where, since there will inevitably be omissions and KB suggested inclusion of the garden bird survey sites on the map along with the addition of other species such as bats. KB also suggested a colour key for different genera e.g. birds, reptiles, flora. CM identified the option to include land within 'Stewardship' and similar formal schemes and KB suggested obtaining the agreement of the Steering Group that we approach landowners in this respect.
- JW reported back on the review of the 2008/2009 Sutton Poyntz Biodiversity Group reports and concluded that much updating was required. KB suggested

that these reports be referred to in the final Neighbourhood Plan from an historical perspective along with any sources of updated information.

- JW raised the issue of ensuring that the intent of the final plan is carried through in terms of actions and by way of example noted that the status of the AONB was “moderate and declining” and questioned what action was being taken as a result. JW further noted the possible role of the Dorset Local Nature Partnership plan in terms of a possible monitoring function; KB agreed to seek more information about this.

The date of the next meeting was agreed as Wednesday 11th October 2017 at Springbank, Plaisters Lane at 19.30 hours.

Decisions/Actions Taken

- 1. Prepare questions for the meeting with the Steering Group Consultants on 23rd September aligned to those in the second bullet point above – KB**
- 2. Speak to Nick Cardnell of Weymouth and Portland Borough Council about Planning criteria in relation to biodiversity and a list of species that trigger surveys etc. - KB.**
- 3. Seek the permission of the Steering Group for the Biodiversity sub-group to approach landowners regarding biodiversity initiatives that have already been undertaken or are envisaged in the future.– KB**
- 4. Research example biodiversity plans as part of development applications (e.g. Hunts Timber Yard development) - KB**
- 5. Research information on the function of the Dorset Local Nature Partnership – KB.**
- 6. Add Garden Bird Survey sites and key species such as bats to the biodiversity map – CM**
- 7. Review the biodiversity content of the local plan and suggest enhancements from a local perspective – CM.**
- 8. Further develop the draft biodiversity objective for the Neighbourhood Plan - JW**

The meeting finished at 21.21 hours.

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

RECORD OF SUB-GROUP MEETING

Topic sub-group - Transport

Date of Meeting 07/09/2017

Time of meeting from 10.35 **to** 11.18 hours

Location of Meeting - 12 Old Bincombe Lane

Present: M. Blee, S. Elgey, C. Marsh

Key Discussion Points

- It was noted that each of the actions from the previous meeting had been completed.
- CM outlined a plan of action moving forward based on confirming that the draft objective aligned with the local plan, identifying any gaps in evidence and agreeing specific targeted questions for the next public survey.
- Discussion took place on the status of each sub-topic area.

Bus service – the surveys had provided objective evidence and should continue in order to support the Sutton Poyntz Society in its on-going dialogue with First Bus and the local Councillors.

Footpaths – CM reported that most actions had already been completed following the community survey. Two issues for future consideration would be allocation of a contact person for footpath related issues and possible community assistance with footpath maintenance. MB commented upon the need to address pedestrian access in general from a perspective of lighting, safety, accessibility etc. and identify specific improvements that the public suggest.

Puddledock Lane – CM suggested that the discussion document and response from Dorset County Council form the basis of options for the community in a future survey. He also noted the option of improving drainage to prevent degradation of the footpath as suggested by Andrew Price. The legal situation regarding an option of restricting motorised traffic was being pursued further by County Councillor Tony Ferrari.

Traffic Speed and Volume Monitoring – the County Council survey was planned for early September and would provide objective evidence which could be subsequently analysed. The strong support of the community for a 20mph speed limit on Plaisters Lane was recognised as a key factor in this decision it being noted that such a scheme would almost certainly involve direct costs for the community.

On-Street Parking – Seek public support for the creation of pedestrian refuges/vehicle passing points along Sutton Road and suggestions for off-street parking locations.

It was agreed that questions for the public survey should be supported by some points for consideration representing a balance of pro's and con's.

Decisions/Actions Taken

1. Continue liaison with Sutton Poyntz Society and carry out further bus survey in mid-November.

Action : MB/SE/CM

2. Ensure transport objective aligns with the Weymouth and Portland Borough Council Local Plan.

Action: CM

3. Draft questions with supporting points for consideration in each of the topic areas of Bus Services, Pedestrian Access, Footpaths, Puddledock Lane, Traffic Speed, On-Street Parking in preparation for the next public survey. Questions to be sent to CM by 10th October 2017 in preparation for a sub-group review meeting by the end of October (date to be confirmed)

Action: MB/SE/CM

4. Follow up with Councillor Tony Ferrari on legal advice regarding the traffic movement restriction option in the Puddledock Lane discussion document.

Action: CM

CORRESPONDENCE ITEMS FOR THE SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING
GROUP MEETING ON 19th SEPTEMBER 2017

Item 4a - Response from Brian Wilson Associates regarding Consultancy Lead Person.

From: Katrina Blee
Sent: 24 August 2017 20:03
To: Brian Wilson
Subject: RE: Place Appraisal

That is good news, I am so sorry for the delay, it was unfortunately out of my hands, but I did chase it and thought it had been sorted out mid-August. Anyway, all is well that ends well.

Regarding other matters in your email, I think the Place Appraisal Sub-Group was meeting on Tuesday morning for a final sub-editing session and were I think talking about getting something to Julie by the end of this week, but I will double check with them.

Regarding the lead contact, I personally agree with you, as was aware that Julie's skills were more in the place planning direction. I suggest that I talk to the Steering Group when we meet on the 19th September and then you and I can have a chat on the 23rd September at our session with you and Julie.

Does that sound a good approach?

Kind regards,

Katrina

Sent from [Mail](#) for Windows 10

From: [Brian Wilson](#)
Sent: 24 August 2017 17:46
To: [Katrina Blee](#)
Subject: Fwd: Place Appraisal

Kate,

An addendum to my earlier email.

The cheque for the invoice has arrived in today's post. Many thanks.

Brian

Brian Wilson Associates

Subject:Place Appraisal

Date:Thu, 24 Aug 2017 11:01:31 +0100

From:Brian Wilson

To:Katrina Blee

Kate,

I see that the Neighbourhood Plan Steering Group commented on a draft of the Place Appraisal. Do you know when Julie Tanner will be asked to review and comment on that document? In terms of fitting around her other workload, Julie would find it considerably easier to do that next week (commencing 28th August) than in the following weeks.

I also note a reference as to whether it would be best if Julie were the lead contact for our support, in view of the Place Appraisal focus. I'm certainly happy to discuss how we can improve communication channels. Julie has, however, expressed a clear preference for the lead contact role to stay as it is, not least because things should move forward from the Place Appraisal fairly soon and her NP experience is less extensive than my own. If there are any concerns with the current arrangement, I hope we can resolve them quickly.

Finally, I'm afraid that the cheque for payment of our 27th June 2017 invoice has still not arrived. Could you please chase that up again?

Kind regards,
Brian

Brian Wilson Associates

Item 4b

Communication from The Sutton Poyntz Society regarding Renewable Energy Forum.

Colin,

The Society via its email address has had a number of invitations to join the "Dorset Community Energy" google group. I have opted the Society out, but it might possibly be of interest to the

Neighbourhood Plan energy subgroup. I'll leave it to you to investigate if you think it might be worthwhile, but if you would like a subgroup email address to allow you to register, let me know and I will create one and show you and other subgroup how to link to it.

Regards,

Bill

From: Peer Power Dorset <dorset-community-energy-network+noreply@googlegroups.com>

Date: 30 August 2017 at 09:34:46 +01:00

Subject: Invitation to join Peer Power Dorset

To: society@suttonpoyntz.org.uk

[Peer Power Dorset](#)

[Google Groups](#)

Hi society@suttonpoyntz.org.uk,
jgiles@regensw.co.uk invited you to join the [Peer Power Dorset](#) group.

Message from jgiles@regensw.co.uk

Please accept this invitation to join the dorset-community-energy-network Google Group.

About this group

This network is for community energy groups in Dorset. It is open to anyone interested in community energy including individuals, sustainability groups and local authorities. We share knowledge and expertise, and collaborate to make locally owned decentralised energy projects happen.

Google Groups allows you to create and participate in online forums and email-based groups with a rich community experience. You can also use your Group to share documents, pictures, and calendars invitations.

If you do not wish to be a member of this group or believe this group may contain spam, you can [report](#) the group for abuse. For additional information see our [help center](#).

[Accept this invitation](#)

If you do not wish to be added to Google Groups in the future you can opt out [here](#)