

Sutton Poyntz Neighbourhood Plan Steering Group

Agenda for meeting on 16th January 2018 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 Bill Davidson)**
- 2. To Approve the minutes of the previous meeting held on 19th December 2017 (request for amendments tabled in advance by BD and AH – attached).**
- 3. To Receive an update on any actions arising from the previous meeting (not otherwise on the agenda)**
- 4. To Address any items of correspondence**
- 5. To Receive an update on the Grant Application**
- 6. To Receive an update on receipt and/or confirmation of Declaration of Interest forms and confirm arrangements for publication.**
- 7. To Review the Terms of Reference of the Steering Group in respect of maximum membership of the Group and voting arrangements (attached)**
- 8. To Consider advance publication of draft agendas and minutes .**
- 9. To Receive a progress report on the Stage Two Consultation Survey .**
- 10. To Review the draft list of Landowners and agree final arrangements for consultation with Landowners within the Neighbourhood Area (earlier draft letter and draft land ownership details attached)**
- 11. To Appoint the Consultation Statement co-ordinator**
- 12. To Receive reports from sub-groups**
 - a) Biodiversity and the Natural Environment - regarding a revised strategy for consultation on green spaces (report attached)**
 - b) Heritage - regarding a revised strategy for consultation on local heritage assets.**
 - c) Housing and Planning - regarding a revised strategy for consultation on important views into and out of the village.**
 - d) Any other sub-group reports**
- 13. To Review progress against the Neighbourhood Plan Timetable (latest revision attached)**
- 14. Any Other Business**
- 15. Date and Time of the Next Meeting - to confirm the date and time of the next meeting as Tuesday 20th February 2018 at 7.30pm.**

ITEM 2 - MINUTES OF THE MEETING HELD ON 19th DECEMBER 2017.

Suggested amendment to the minutes under item 6 para 3 of the December minutes raised by AH. Add a sentence at the end of the paragraph to read -

“It was agreed that survey responses should be entered by two individual teams of two or more members who would enter data from one half of the surveys and then exchange these with the other team for cross-checking.”

Requested amendment by BD to item 5, 2nd para, 3rd sentence reference the e-mail below.

I don't recall the words or the meaning of the words attributed to me in this paragraph.

What I recall is 'stating that we had repeatedly ignored or avoided landowners as a group and as such had left a vacuum. The result was dissatisfaction of the kind shown by the residents earlier in the meeting.

I did not imply that the advice from the consultant was correct.

Could you please amend the minutes.

thanks

Bill D

Suggest amend item 5 2nd paragraph second sentence to read “It was noted ...had been identified and that the advice given had been acted upon.

Replace sentence 3 in full with “BD expressed concern that landowners as a group had been repeatedly ignored or avoided and this had left a vacuum and dissatisfaction of the kind shown by those residents who had attended the meeting earlier. “

SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

To:

Date:

Dear [INSERT CONTACT NAME]

The community of Sutton Poyntz is currently engaged in preparing a Neighbourhood Plan under the Localism Act of 2011. We have requested and gained general feedback from all stakeholders in our October 2016 survey, which has been very helpful.

We are now seeking to address specific issues including those related to current and 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 it would be really helpful if you would be prepared to share your thoughts in answer to 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 could please outline your plans or ideas. If you would prefer to discuss this directly with us we would be happy to set up an early meeting.

3. In order to help meet the aspirations of the community and its stakeholder partners –

a) What do you believe you or your organisation could offer that would help make Sutton Poyntz a better place in which to live and work?

b) Do you feel the Sutton Poyntz community could assist you in meeting your aspirations?

We would be pleased to receive your reply in writing, electronically or as suggested above at a meeting at a mutually convenient time. Your response would be welcomed by (date to be inserted) in order to help us move the plan process forward.

If you would like to find out more about Neighbourhood Plans and/or what we are doing locally some information is available on the following web sites:

<https://www.gov.uk/guidance/neighbourhood-planning--2>

<http://www.suttonpoyntz.org.uk/index.php/neighbourhood>

Katrina Blee

Chair - Sutton Poyntz Neighbourhood Plan Steering Group.

ITEM 10 LANDOWNERSHIP MAP

AGENDA ITEM 10 - Steering Group Meeting 16 January 2018

-----Original Message-----

From: William Egerton

To: Colin Marsh

Sent: Wed, 10 Jan 2018 15:17

Subject: Re: Draft List of Landowners for next Steering Group

I attach a map with the information I have at present. The names with question marks are the ones that haven't been spoken to direct to confirm the holdings - despite that I'm fairly sure the information is right. Here also is a list of the landowners. There is three missing entries - the top two units off Plaisters Lane (one is owned by Lea Brindle), and the small yard off Puddledock Lane just after the bend.

Regards,
Bill

Owners of land outside Development Boundary

[List and attached map Redacted]

ITEM 12 – GREEN SPACE REPORT

Report from the Biodiversity and Natural Environment Sub-Group on a possible way to progress the identification of Local Green Spaces for inclusion in the Neighbourhood Plan

The sub-group has been asked to look at this following the Steering Group's decision in December to set aside any responses to the list included in the Second Stage Survey of locations proposed for assessment as potential Local Green Spaces.

The Sub-Group reaffirms that its initial work leading to the Stage Two Survey was informed by the responses to the first survey and open days, which indicated strong support for the protection of the rural and picturesque character of the village, the natural environment, the wildlife and green space and respondents also wanted to preserve the beauty, peace and tranquillity of the village.

It is suggested that the identification of green space should be informed by the responses from the first survey and those to the 'in principle' question included in the Stage Two Survey, once the results of the latter are known. If the results show support for the principle of assessing locations with a view to formal designation of some spaces as Local Green Space, then the services of an independent consultant should be employed to identify and assess potential green spaces and generate a list of sites for consultation. This may or may not include those listed in the Stage Two Survey and could also include other locations. The consultant could also be asked to list, for information purposes, those areas not felt to be suitable for potential designation and the reasons why.

This can then be put to the community for consultation, for example through open days/evenings in the Mission Hall, ensuring that relevant landowners are made aware and inviting them to come along and have input. This process will identify those sites of special value to the community (which is required to be demonstrated when designating LGS) and result in a final short list as a basis for defining policy for inclusion in the Neighbourhood Plan.

Regarding the assessment criteria, Nick Cardnell of Weymouth & Portland Borough Council has written a set for use by neighbourhood plans in North Dorset or, alternatively, Locality (the government's body which supports neighbourhood plans) has an assessment template. The Steering Group will need to agree the criteria with the consultant appointed, taking advice from Nick Cardnell and Brian Wilson Associates if thought appropriate.

This approach will ensure that there is open and full consultation and an independent professional assessment will provide greater integrity to the Neighbourhood Plan.

Green Corridor

It is also suggested that the consultant could be asked to advise on the precise extent and definition of a Green Corridor (if Stage Two Survey results show support) and how this may integrate with green space.

Key views and Local Heritage Assets

These are being progressed by the Housing & Planning Sub-Group and the Heritage Sub-Group respectively, however it is suggested that these sub-groups could adopt a similar approach and undertake consultation at the same time.

Kate Blee and Colin Marsh

11.01.18

On behalf of the Biodiversity & Natural Environment Sub-Group

ITEM 13 TIMETABLE

SUTTON POYNTZ NEIGHBOURHOOD PLAN TIMETABLE Q1 2018

BIODIVERSITY, HERITAGE AND HOUSING AND PLANNING SUB-GROUPS TO MEET TO CONSIDER REVISED APPROACH TO GREEN SPACE, LOCAL HERITAGE ASSETS AND KEY VIEWS RESPECTIVELY IN VIEW OF THE DECISION AT THE DECEMBER STEERING GROUP MEETING ON QUESTIONS 4,5,13.	JANUARY 2018	RESPECTIVE SUB-GROUPS
FURTHER RETURN VISIT TO REMIND RESIDENTS OF THE SURVEY RETURN DEADLINE AND ATTEMPT COLLECTION OF COMPLETED SURVEYS	1/1/18 – 5/1/18	SURVEY DISTRIBUTOR
COLLATE PUBLIC CONSULTATION FEEDBACK (Surveys and Housing Needs Survey plus Distributor Returns Summary)	06/01/2018	KB/CM
ALL FEEDBACK SURVEYS TO BE PASSED TO AH BY KB/CM ALONG WITH A DATA ANALYSIS SPREADSHEET.	06/01/2018	KB/CM/AH
DATA ENTRY VOLUNTEERS TO BE DIVIDED INTO TWO TEAMS EACH OF WHOM WILL ENTER HALF OF THE DATA FROM THE SURVEYS AND THEN EXCHANGE WITH THE OTHER TEAM TO CROSS-CHECK THE ENTRY.	01/2018	AH TO CO-ORDINATE VOLUNTEERS FROM 19/12/2017 SG MEETING.
CONSIDER ARRANGEMENTS FOR CONSULTATION WITH LANDOWNERS	16/01/2018	STEERING GROUP
CONSIDER PUBLIC CONSULTATION FEEDBACK RESULTS AND ANALYSIS AND AGREE NEXT STEPS	16/01/2018 20/02/2018	STEERING GROUP/SUB-GROUPS