

## **Sutton Poyntz Neighbourhood Plan Steering Group**

**Agenda for the meeting to be held on 18<sup>h</sup> December 2018 in the Blue Duck Bar of the Springhead Pub, Sutton Poyntz commencing at 7.30pm.**

- 1. To Receive Apologies (advance apologies received from Andy Hohne)**
- 2. To Approve the Minutes of the previous meeting held on 6<sup>th</sup> November 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.**
- 5. To Receive an update on Grant Funding and Income and Expenditure**
- 6. To Receive a Report on the progress of the Regulation 14 consultation on the draft Neighbourhood Plan**
- 7. To Agree arrangements for the response to consultee comments arising from the Regulation 14 consultation.**
- 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 15<sup>th</sup> January 2018 at 7.30pm.

## **Sutton Poyntz Neighbourhood Plan Steering Group**

**Minutes of Meeting held on Tuesday 6th November 2018 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.33 hours.**

**Present:** Peter Dye (Chair), Bill Davidson, Bill Egerton, Tony Ferrari, Andy Hohne, Keith Johnson, Colin Marsh and Liz Pegrum.

The following sub-group members were also present; John Bellis, John Crisp, Tony Heathershaw (Housing and Planning) and Caroline Crisp (Heritage).

A total of six residents were in attendance.

The Chair welcomed those present and explained that the main purpose of this meeting was to agree the draft Neighbourhood Plan for the formal public consultation under Regulation 14 of the Localism Act, which was required to run for a period of six weeks. He explained that this would be followed by a further six-week formal consultation by the Local Authority and scrutiny by an Independent Examiner before a public referendum. The purpose of the forthcoming consultation was to receive feedback from stakeholders on the draft Neighbourhood Plan which would receive consideration in the review and revision of the Plan. A record of this process would form part of the Consultation Statement which would be a matter of public record.

### **1. Apologies**

The Chair gave apologies for Huw Llewellyn.

### **2. To Approve the minutes of the previous meeting held on 16<sup>th</sup> October 2018**

One resident asked why they had not personally received a copy of the minutes. It was explained that these were sent to members of the Steering Group and placed on the village web-site for public access.

It was confirmed that no amendments had been requested by members of the Steering Group and in the absence of any comments the minutes were agreed as a correct record.

### **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 addressed or were to be dealt with elsewhere on the agenda.

### **4. To Address any items of Correspondence**

The Chair noted that a reply had been received from the Weymouth and Portland Borough Council

confirming that following formal consultation no further action was required regarding a Strategic Environmental Assessment (SEA).

#### **5. To Receive an update on Grant Funding and Income and Expenditure**

BE reported that invoices had been received from Brian Wilson Associates for £660. The overall cost for the Heritage Assessment had been higher than predicted and totalled £1700. This left available funds of around £1300.

It was confirmed that the Groundwork grant must be spent by the year end. This was not seen as a problem as £660 had already been allocated for consultancy services and £70 would be consumed by printing costs for the formal consultation.

The Chair confirmed that additional consultancy support would be required from Brian Wilson and Associates in respect of the Regulation 14 responses and preparation of a Basic Conditions Statement and believed this would be adequately covered by the remaining balance.

No questions were raised.

#### **6. To Receive and Approve for Regulation 14 Consultation the draft Neighbourhood Plan.**

The Chair referred to the latest copy of the draft Neighbourhood Plan and to the review produced by Brian Wilson, these having been circulated to the Steering Group prior to the meeting. He explained that for the benefit of all those present he would step through the document a page at a time in detail and was open to comments, particularly regarding the Heritage and Housing & Planning sections where Brian Wilson had suggested possible changes.

Content – no comment

Foreword – no comment

About the Neighbourhood Plan – The Chair outlined the key sub-sections. Some residents interjected at this point to express concern at the lack of communication, the poor quality of the consultation process and their perception that a small committee were dictating policy. The Chair strongly refuted this view and explained the formal legal process that had been followed to establish the Neighbourhood Area and the openness of the process which had followed, including the diverse composition of the Steering Group which had remained open to new volunteer members. A process of active engagement with the community had followed and this was recorded in a Consultation Statement which would form part of an audit trail that would be formally tested during the process. Reference was also made to two extensive public surveys. The Chair disagreed with the suggestion that the Neighbourhood Plan aimed to prevent development taking place and emphasised that the Steering Group had sought to facilitate development that was compatible with the conservation area status and the character areas as defined in the Place Appraisal.

The Chair noted that section 1.7 on monitoring remained a work in progress and sought to address what would happen beyond the referendum under the new Unitary Authority.

Place Appraisal – the Chair explained that this document, which was available on the village web site, had been subject to public consultation and amendment and was designed to underpin the Neighbourhood Plan and should be read in conjunction with the Plan.

Vision and Objectives – the Chair noted that the objectives were a summary of those stated at the beginning of each policy section. No comments were forthcoming from the meeting.

Policies – in introducing this key section the Chair noted that it was not sufficient to provide evidence for a policy, there had to be an underpinning justification. This would now be tested through the Regulation 14 process. In effect, formalising the consultation process that had been undertaken previously with stakeholders..

Biodiversity and the Natural Environment – Upon introducing this topic some residents expressed concern as to the restrictive implications of the designation of Local Green Space (LGS) for landowners. CM explained the basis for proposing the designation of these areas through a process of independent professional assessment and emphasised that such designation had no impact on such matters as rights of access, ownership or how the land was managed. He stated the importance of the policy justification and intent section as a means of communicating a better understanding of the purpose of each policy and correcting any misunderstanding within the community.

One resident complained that she had not received sufficient communication on the intentions for her land in this respect. She was informed that the land had not been designated as LGS because of not fully meeting the NPPF criteria during the independent assessment. Another resident received confirmation that her land had been proposed as LGS.

Each of the three policies was agreed by the Steering Group.

Employment, Business and Tourism – the Chair explained that no specific policies were proposed, however, several community aspirations were included in Section 5 of the Plan. He took the opportunity to explain the difference between policies and aspirations, noting that the latter arose from the various surveys and open consultations with the community and were matters to be progressed outwith the Local Authority planning process.

Getting Around – the chair outlined each of the four policies. There were no additional comments and these were agreed by the Steering Group.

Heritage – policy HE1 was agreed by the Steering Group. BE reported that policy HE 2 had been the subject of recent and on-going debate as to the most appropriate way forward. He noted that a list of heritage assets had always been the intent and highlighted the independent report by Angel Architecture as a primary input. He outlined several possible options as follows:

1. Locally Important Heritage Assets will be protected as specified in the Local Plan. A list of such assets will be developed for the Sutton Poyntz Neighbourhood Plan area.
2. Community Aspiration (no wording prepared)
3. Locally Important Heritage Assets will be protected as specified in the Local Plan. A draft list of assets has been developed for the Sutton Poyntz Neighbourhood Area (see Annex 2) for assessment and ratification by the Local Authority.
4. Locally Important Heritage Assets will be protected as specified in the Local Plan. Locally Important Heritage Assets listed in Annex 2 will be protected as specified in the Local Plan.

In response to questions from residents BE explained that the list of non-designated heritage assets was prepared by an independent expert based upon Historic England guidance. The creation of such a list would go some way to compensate for the extremely weak Conservation Area Appraisal and lack of a Management Plan. The Chair explained that the community had expressed a desire to preserve those assets of importance and a list would help the planners to make decisions both about a listed property as well as development in the immediate vicinity. One resident questioned why certain properties were not included on the list and it was explained that this had been a matter for the professional judgement of the independent assessor. Some discussion as to the rights of property owners who did not want their property included also took place. The Chair outlined the process undertaken and noted that the role of the Steering Group was to balance the rights of individuals against the needs of the community and to seek an accommodation through public consultation. All views would be considered, including concerns expressed by those householders directly affected by the proposals.

After some discussion option 1 based upon the consultants most recent advice was proposed. This was agreed with one vote against (AH).

Housing & Planning – policy H&P1 had been subject to a proposed change of wording, but not intent, by the consultant and LP recommended that the revised version be supported. This was agreed.

An amendment to policy H&P 2 had also been suggested by the consultant to remove the words “will take place at a rate similar to that of the last 20 years” and following discussion this was agreed. It was further agreed to change the statement of justification to state “substantial” rather than “majority” support for 10 to 20 homes.

In response to a question from a resident regarding H&P3, LP outlined the process of independent assessment that had created the initial list of key views which had then been reduced to the most important seven, which was considered to be a viable number. JC felt that the ‘splays’ on the map of key views could be more representative and BE agreed to address this and provide a revised map for inclusion in the final draft Neighbourhood Plan.

**Action: BE and CM**

Subject to these comments the amended policy suggested by Brian Wilson was agreed.

Sports and Recreation – the Chair outlined the two policies in this section and these were agreed without further discussion.

CM noted the importance of the references in Section 6 and emphasised the need for the public to refer to these to better understand the rationale for the various policies.

The Chair stated that the draft Neighbourhood Plan would be amended to align with what had been agreed and to incorporate minor corrections suggested by the consultant and would now be made available to all stakeholders during the public consultation, both on the village web site and as hard copy.

**Action: PD, BE and CM**

#### **7. To Agree arrangements including timescales for the Regulation 14 consultation of the draft Neighbourhood Plan**

The Chair reported that he had been in contact with Nick Cardnell (Weymouth and Portland Borough Council) and had received details of the list of statutory consultees for the Regulation 14 process and identified each of these. Along with all other stakeholders these bodies would each receive a copy of Newsletter No.6 and the accompanying response form, both of which had been pre-circulated to the Steering Group in draft format. The Local Authority had advised that greater weight would be given if names and contact details were assigned to responses. Each stakeholder within the village would receive hand delivered hard copies of the above documents and those outside the village would receive an electronic copy. All responses will be recorded and made public as required by the regulations. This was agreed.

**Action: PD and CM**

The draft Neighbourhood Plan will be made available on the village web site with hard copy loan versions located at the Mission Hall, Springhead Pub and Telephone Box. AH noted that the Mission Hall may not always be accessible and it was suggested that some be placed at St. Andrews Church. This was agreed.

**and CM**

**Action: PD, BE**

The consultation period is planned to run from 8<sup>th</sup> November to 24<sup>th</sup> December 2018 with the aim of processing the feedback, revising the Neighbourhood Plan and forwarding it to the Local Authority by the end of January.

**Action: Steering Group**

#### **8. Any Other Business**

One of the residents present welcomed the provisions of the Localism Act and expressed support for the opportunities it provided in enabling communities to have a say in the development of their area.

#### **9. Date and Time of the next meeting**

The Chair suggested that in view of this additional meeting the scheduled monthly meeting on 20<sup>th</sup> November be cancelled and that the next meeting will be held on Tuesday 18<sup>th</sup> December at 19.30 hours in the Blue Duck Bar. This was agreed.

**Action: CM**

The meeting closed at 21.38 hours.

DRAFT

#### ITEM 4 ITEMS OF CORRESPONDENCE

William Egerton (wmegerton@gmail.com)To:you + 1 more Details  
I have sent an acknowledgement from the Neighbourhood Plan email account.

On 10/12/2018 09:05, [safcol@aol.com](mailto:safcol@aol.com) wrote:

Bill,

I suggest we acknowledge receipt.

I will include this as an item of correspondence to be circulated with the agenda.

Colin

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

From: William Egerton <[wmegerton@gmail.com](mailto:wmegerton@gmail.com)>

To: safcol <[safcol@aol.com](mailto:safcol@aol.com)>

CC: Peter Dye <[peter.dye@outlook.com](mailto:peter.dye@outlook.com)>

Sent: Sun, 9 Dec 2018 23:30

Subject: Re: Draft Agenda for the December SG

Colin,

Firstly, we have received one Regulation 14 response electronically, from Tony Heathershaw, resident, 86 Sutton Road, [aheathershaw@aol.com](mailto:aheathershaw@aol.com). Should we send him an acknowledgement? He writes:

- Comment1 policy: Section 4.1 Biodiversity etc.  
Comment1 comment: The protection of green corridors and spaces is of paramount importance to this village and cannot be stated strongly enough. These areas and spaces are important in defining the character of the village as well as protecting and enhancing wildlife and biodiversity.
- Comment2 policy: Section 4.2 Business etc.  
Comment2 comment: The objectives here are correctly stated as aspirational. The notion of the village becoming a focus for significant business and employment opportunity is fanciful and apart from the village pub there are no other significant employers. Home based employment, as stated, is all that there is and the idea of a local village shop is a pipe dream. The enthusiasm for this would quickly wane, once the novelty has passed.
- Comment3 policy: Section 4.3 Getting Around  
Comment3 comment: Would have liked to see more concerted action to introduce speed restriction and traffic calming measures in the area around the Cart Shed and junction of Plaisters Lane and Sutton Road where there are various concealed entrances and exits. While a 20 mph limit may not be warranted, a Speed Indicating Device (SID) would be useful in reminding drivers of the speed they are doing and draw attention to potential hazards.
- Comment4 policy: Section 4.4 Heritage  
Comment4 comment: Policy HE2 is important as it will support the development of a more comprehensive Conservation Area Appraisal for the village.
- Comment5 policy: Section 4.5 Housing & Planning  
Comment5 comment: Arguably the most contentious area of the Neighbourhood Plan, any decisions concerning development boundary changes and calls for development sites need to be taken by the Local Authority and Planners and not left in the hands of speculative developers, who seek to build purely for profit.
- Comment6 policy: Section 5.4 Community Aspirations  
Comment6 comment: I fully support Policy AP5.4.1 to develop an improved Conservation Area Appraisal and to ensure that the village is protected from unsympathetic housing developments, regardless of where they occur, in the Historic Core or in any of the adjacent Plan areas.
- Other comments: The Sutton Poyntz Neighbourhood Plan and supporting Place Appraisal provide for a very thorough and comprehensive view of the issues likely to



affect the village community over the next 10-20 years and as such should be welcomed by the local authorities and planners in arriving at sound and pragmatic solutions concerning future developments, especially housing needs and transport, but also environmental protection.

Second, I have done a count of emails up to today (attached). The total is 2865. The numbers by month tally with counts I have sent you before, except (a) I have added one email from Nick Cardnell to me that should have been copied in and (b) the count previously did not include 9 emails sent FROM the neighbourhood email account, mainly relating to grant applications.

Thirdly, we had a request from Terry Pegrum for sight of our email correspondence. I provided him with a .mbox dump of all our email traffic up to 29th November. Initially he was not able to use this 1.3GB file. I believe he uses Microsoft Outlook, which only works with another file format. He tried to convert the file, without success. I converted it successfully, but he does not seem to have been able to use the resulting .pst file. I have checked and there is no way of creating a .pst file direct from our email database. I therefore recommended that he should load one of the readily available email client apps and load the .mbox file with it. I have not heard back from him, which I hope means he has now been able to access the emails. Not his fault at all, and he is totally entitled to the Neighbourhood Plan emails, but in trying to provide them to him I thought it wise at one point to disconnect from my own personal emails, and have had real difficulty getting my own emails up and working again. I'm now partially working again but have a whole lot of work still to do to get back to how I was a couple of weeks ago. So I do rather hope and pray he will be the only person asking for the emails.

Regards,  
Bill

ITEM 6 PROGRESS REPORT ON THE REGULATION 14 CONSULTATION

SUTTON POYNTZ NEIGHBOURHOOD PLAN

REGULATION 14 CONSULTATION OPEN DAYS

25<sup>TH</sup> AND 26<sup>TH</sup> NOVEMBER 2018

Name and Contact Details of Consultee	Summary of Matters Addressed egg submitted response form, discussed or clarified policy issues, discussed process/next steps
Tony Heathershaw 10.30, 25/11	Supportive of the overall plan. Provided congratulations on the process and quality of the documents.
Anthea Heathershaw 10.30, 25/11	Equally supportive. Noted that the Church and Diocese had received had received copies of the Plan.
John Newbould 11.07, 25/11	Supportive of the overall plan. Would have ideally have liked to see proposals for community energy schemes based upon hydro which are unobtrusive.
Anne Crocker 11.20, 25/11	Shown the Hedgerow Survey document and informed that this is posted on the village web site. Took away a hard copy of the draft Neighbourhood Plan document.
Hannah Crocker 11.20, 25/11	Raised a question about the key to the Hedgerow Survey map. Also questioned whether the list of local heritage listed buildings would be included.
Mike and Penny Fenwick 12.00, 25/11	Visitors from outside the Neighbourhood Plan area. Had seen the draft Neighbourhood Plan on the web site and wanted to discuss living in the area. Discussed biodiversity aspects of the plan. They had also noticed the posters advertising the walk-in sessions when visiting the village.
Rita Oxby 12.15, 25/11	An interesting well-presented document and was very supportive of the efforts made to produce a high quality report.
Anne Dye 12.30, 25/11	Felt that future development should be in keeping with the village and that one of the most important elements was the proposed local heritage list of properties.
Ros Evans 12.40, 25/11	Comments will be in my response but good to have a number of points clarified and I will alter my response accordingly.
Maureen Morris	Came to collect hard copy of the draft Neighbourhood Plan for reading prior to making formal comment.

14.45, 25/11	
Dot Emblem 15.30, 25/11	Questions absence of the key view (Pudding's field) on Plaisters Lane looking towards the beacon. Was shown the independent consultant's report and the reason this had been discounted. Asked about the 'loss' of the allotments down Puddledock Lane. Explained the impact of Local Green Space with reference to the draft Neighbourhood Plan narrative and the limited implications on the owner's rights and public access.
Sarah Ayling 16.00, 25/11	Query on listed building status as per the map and particularly why 113 Sutton Road is shown as being 'Listed'.
Linda Kirkpatrick 12.30, 26/11	Came to read the draft Neighbourhood Plan but wanted time to consider the issues involved
John Crisp 14.00, 26/11	Highlighted question over reference to affordable housing and affordability in Housing & Planning section (reference 34). Was it required? Was it misleading?
Caroline Crisp 14.00, 26/11	Highlighted question over reference to affordable housing and affordability in Housing & Planning section (reference 34). Was it required? Was it misleading?
Keith Potter 15.05, 26/11	Visited to look at the Plan. Discussed status of the Defined Development Boundary. Took hard copy away for review in slowtime.
Elise Potter 15.05, 26/11	Visited to look at the Plan. Discussed status of the Defined Development Boundary. Took hard copy away for review in slowtime.
Jez Cunningham 15.30, 26/11	Question about maps!



SUTTON POYNTZ NEIGHBOURHOOD PLAN TIMETABLE 2018/19

Biodiversity, Heritage and Housing & 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.
External audit of public survey results to be completed	01/2018	External auditor
Consider arrangements for consultation with landowners	16/01/2018	Steering Group
Distribute consultation letter to all landowners identified on the list.	01/2018	BE/CM
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 <sup>th</sup> June (Terry Pegrum) and 6 <sup>th</sup> July (Christopher Seal). Proposed meeting with Wessex Water plc.	June/July	PD/Steering Group
Approval of draft Neighbourhood Plan sections on Employment and Getting Around	19 June 2018	Steering Group
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 <sup>st</sup> Week of October	PD/CM
Open meeting on Heritage Assets list with Angel Architecture for consultation and representations from the public.?	4 <sup>th</sup> 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	06/11/2018	Steering Group

for Regulation 14 consultation process.		
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.

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