

Sutton Poyntz Neighbourhood Plan Steering Group

Minutes of Meeting held on Tuesday 21st March 2017 in the Blue Duck Bar, Springhead Pub, Sutton Poyntz, commencing 19.11 hours.

Present: Katrina Blee (Chair)
Peter Dye
Bill Davidson
Tony Ferrari
Keith Hudson
Keith Johnson
Colin Marsh
Andrew Price

Observers: Andy Hohne, Sue Higham.

Consultants to the Steering Group: Brian Wilson and Julie Tanner of Brian Wilson Associates.

1. Apologies and Introductions.

Apologies were received from Bill Egerton, Sue Elgey and Huw Llewellyn.

The Chair welcomed Brian Wilson and Julie Tanner to the meeting and asked each person present to briefly introduce themselves.

2. Minutes of Previous Meeting

The minutes of the meeting held on 21st February 2017 were approved as an accurate record and passed to the Chair for endorsement.

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

- a. In relation to items under A.O.B referring to the SHLAA and item 6 on land at Plaisters Lane the chair confirmed that these would be pursued by the Sutton Poyntz Society as the more appropriate body to deal with these.
- b. KB commented that she had contacted Nick Cardnell at Weymouth and Portland Borough Council regarding local housing data and had circulated the response. Some members could not recollect receiving this and it was therefore agreed to re-circulate this.

Action: KB

- c. AP asked about the status of the grant funding application. KB reported that she had agreed a final draft with BE and the application will be submitted in the next day or so.

Action: KB/BE

4. To note record of sub-group and other meetings.

The record of meetings of the analysis sub-group on 23 and 27 February and the meeting to discuss 'archiving' on 6 March that had been circulated in advance were noted and agreed for endorsement by the Chair without further comment. The meeting of the West Dorset Climate Change Group attended by CM was also noted without comment.

5. E-mail protocol

The Chair reminded members to copy any e-mail communications to the village web-site server (neighbourhood@suttonpoyntz.org.uk) and of the need to reply to e-mails when responses were requested.

Action: All members of the Steering Group

6. Logo: to choose a logo from those submitted by Tony Heathershaw

The Chair reminded members of the various options previously circulated and commented that recent e-mail responses indicated a preference for the original design that had not been used for previous village plans. This could be used with or without a border and the two options that BE had incorporated into the newsletter header were offered and BD suggested that the final decision be left to the Chair. This was agreed.

It was further agreed that the Chair would communicate the appreciation of the Steering Group for his efforts to Tony Heathershaw.

Action: KB

7. To discuss draft vision/objectives and arrangements for consulting on these

By way of introduction the Chair referred to the draft vision statement prepared by Brian Wilson and also the idea previously proposed by Julie Tanner that the vision could remain as a draft and be further developed as the consultation process progressed. CM was asked to comment on the amendments to the vision which he had previously circulated. He explained that these related to a desire to ensure that the vision remained positive and reflected the full breadth of responses to the first consultation such that it became that of the community and not the steering group. PD questioned whether this represented an improvement and a number of contributions were made as to how best to arrive at an agreed vision. TF suggested that any draft would need to be finally agreed by the community.

In further discussion two new ideas emerged; JT suggested a 'themed option' and KJ suggested taking a look at the 'bigger picture' in relation to the general content and structure of the Local Plan. Discussion followed as to areas to be included in the Neighbourhood Plan and TF proposed use of the Local Plan as a foundation for the Neighbourhood Plan, the detail being developed by giving options to the community through the work of topic sub-groups.

At this point the Chair proposed that the meeting move forward to item 10 on the agenda since it was considered that the presentation on the Local Plan and the associated Local Plan Review would help to inform discussion on items 7,8 and 9. This was agreed.

8. To identify key sub-groups, appoint Chair/Lead for each

Deferred.

9. To discuss terms of reference for sub-groups

Deferred.

10. To discuss arrangements for engagement with stakeholders.

KB made reference to the pre-circulated draft letter to stakeholders. TF suggested that the section in the draft relating to landowners should be strengthened so as to state in explicit terms the process the steering group would follow in consulting with landowners. This was agreed and an amended draft will be considered at the next meeting.

Action: KB

In relation to recent email correspondence between the Chair and Mr. John Llewelyn, Operations Director of PJS Developments, PD and TF both felt that the accusations of bias made against the Steering Group needed to be formally addressed. Following a proposal by PD and TF it was agreed to send a letter to John Llewelyn asking for specific evidence as to the alleged bias in the consultation process with a copy being sent to the local authority.

Action: KB

CM proposed that in future no response should be made to individuals other than an acknowledgement that the matter would be referred to the Steering Group for consideration and response. This was agreed.

BD asked for clarification as to the legal liability of the steering group and JT (consultant) suggested that a letter be sent to the local authority in this respect.

Action: KB

PART TWO – Briefing session on the Local Plan and Local Plan review facilitated by Brian Wilson and Julie Tanner.

Part Two of the meeting commenced at 20.25 hours.

Brian Wilson and Julie Tanner provided a joint overview of the Local Plan (the slide pack will be made available and circulated to the Steering Group).

Action : BW/KB

BW suggested that the Local Plan review process was likely to have minimal impact on Sutton Poyntz.

A number of questions of clarification were raised which led to a continuation of the earlier discussion under item 7 of the agenda. JT raised the question of establishing a more detailed baseline of evidence as a foundation for the Neighbourhood Plan and introduced the idea of commissioning a study for this purpose, such as a Place Appraisal. An example of such a study for Sidmouth and the 'Building for Life 12' document were circulated for general information and Brian Wilson suggested that other examples of appraisals could be provided if required.

AP suggested a bigger picture overview of the neighbourhood area in terms of what is important and valued most, the needs of the area, sites to be protected etc. while TF emphasised the value of the sub-group approach. BD suggested that both approaches had their merits and were actually complementary to each other.

After discussion, the meeting agreed that listing key information on a map would be a useful starting point and a mapping sub-group of BE, PD and AP was proposed. CM expressed the desire to have more inclusive representation on sub-groups through new members who had not previously been involved although none were forthcoming on this occasion. The Chair did point to the inclusion of Andrew Price in this respect.

In seeking direction for the Steering Group CM suggested that the consultants be asked to identify primary sources of evidence for the sub-groups to work on in relation to the seven proposed objectives.

A proposal and quotation was requested from Brian Wilson Associates for consultancy assistance options moving forward specifically in relation to evidence gathering through a place appraisal and the work of the proposed topic sub-groups.

Action: BW.

11. Any Other Business

As there was no other business the Chair confirmed the date of the next meeting as Tuesday 18th April 2017 at the same venue with the time to be confirmed.

The meeting concluded at 21.41 hours