

Community Engagement Working Party

Meeting, Brunel Room

November 16th 2015

Minutes

Those in attendance: R. Hughes, M. Inskip, K.Travers, J. Megginson, S. Partington, R. Wisdom

Apologies: S.Smith

1. Role and name of the Working Party

It was mentioned that following a discussion of the report prepared by Alex Munro, the Parish Council gave its approval for the Working Party to continue progressing the Sutton Neighbourhood Plan. The approval was given on the basis that the Working Party provides a full update on its progress in June 2016.

In recent months this Working Party has concentrated almost solely on the Neighbourhood Plan. With other Community Engagement activities now being handled within the Parish Council Office, it was proposed that this Working Party should be re-named as the Neighbourhood Plan Working Party.

Recommendation: In line with its current role, the Working Party should be re-named the Neighbourhood Plan Working Party. The Working Party will engage residents and Local Groups as necessary and appropriate in order to progress the Sutton Neighbourhood Plan. This would include inviting new members to the Working Party. All Group Leaders would be members of the Working Party.

Note: At this point in time the only Group Leaders confirmed are Jon Megginson, Stan Smith, Kate Travers and Mark Inskip.

2. Planning the way forward

The meeting discussed the report prepared by Alex Munro. In this report he outlined his initial proposed vision and objectives for the Neighbourhood

Plan. It was pointed out that there is an objective for each group with the exception of the Traffic and Transport Group.

Action: R. Wisdom to approach Alex Munro to come up with a proposed objective for the Traffic and Transport Group.

It was agreed that the best way forward is for the six groups to continue as they were on October 3rd. Following a discussion it was proposed that the Groups Heads for these Groups going forward should be as follows:

Housing and Built Environment – Jon Megginson

Biodiversity and Natural Environment – Kim Osbourne and Liz Hawkins

Sport, Recreation and Leisure – Kate Travers and Stan Smith

Traffic and Transport – Mark Inskip

Local Business, Retail and employment – Action: L. Stubbs

Local Services and Amenities- L. Dupre

The initial tasks for the Groups Heads would be to:

- Examine the wording of the proposed objective to see if it is correct or whether the wording could be improved upon.
- To check the report for the accuracy and completeness of the two lists:
 - * Issues that may adequately be covered by Neighbourhood Planning policy.
 - and
 - *Issues that should be followed up by the Parish Council as community actions.

As an example it was pointed out that the topic of Waste was not included in the Biodiversity section.

Actions:

Groups Heads - to achieve these initial tasks by December 16

R. Hughes - to approach L. Dupre, L. Stubbs, K. Osbourne and L. Hawkins to see if they would be prepared to continue/take on the Group Head roles as outlined above.

Subsequent tasks for the Group Heads would be to check the facts in the report to then enable them to develop Policies for their Groups. This would involve them in checking what is allowed and also what more facts are required.

3. Websites/Social Media

Discussion took place to determine what would be the best way to utilise social media and websites in order to engage the Community with the Neighbourhood Plan. After some discussion the following was agreed:

- **Dedicated Website.** A dedicated website for the Neighbourhood Plan should be developed which incorporates the background to the Sutton Neighbourhood Plan and on-going updates. The website should permit moderated comments. John Lagrue to be approached to develop the website.

Action: M. Inskip to approach J. Lagrue.

- **Domain name.** It was also proposed that the Parish Council should take up the offer of the Suttonintheisle.org.uk domain for the new website.

Action: R. Hughes to approach G. Redman to facilitate the acquisition of the domain name.

- **Social Media.** Investigate creating a Facebook page to replicate content from the website. Open commenting would be disabled as the working party does not have the resources to interactively respond.

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Next Meeting: Monday January 11th, 2016, 7.30pm, Brunel Room