

Community Engagement Working Party

Meeting, Brunel Room

August 5th 2014

Minutes

Those in attendance: I.Dewar, M.Inskip, R.Seymour, S.Smith and R.Wisdom

Apologies received: S. Partington

1. Neighbourhood Plan – Agreeing on the Area and reasons for the choice

Further to the discussion at previous meetings, it was agreed that the Parish Council boundary is the obvious choice for our Neighbourhood Area. It was also agreed that subject to their agreement (as they are located right next to the boundary) we would also include Amberlea Kennels as our only addition. The main reasons for selecting this Area and not one that combines with one or more of the neighbouring parishes were as follows:

- The neighbouring parishes have very different communities with different aspirations.
- If one of the parishes were to falter during the process of producing the Neighbourhood Plan it would bring a halt to the whole Plan.

It was agreed that Amberlea Kennels would be approached to see whether or not they would like to be included in our Neighbourhood Plan. If they do wish to be included Witcham PC would then be contacted with our intention. **Action: R. Seymour to contact Amberlea Kennels.**

Following this the proposed Neighbourhood Area would be placed on the agenda for the October Parish Council Meeting in order to gain approval. Our application for agreement on the Neighbourhood Area would then be made to the District Council in time for their December 4 deadline.

2. Application to the District Council (for agreement on the Neighbourhood Area)

The meeting then discussed the process for gaining agreement on the Neighbourhood Area as outlined by the District Council:

‘ you need to follow the requirements of section 5 (Part 2) of the regulations (2012) which requires the Parish Council to submit:

- (a) A map which identifies the area to be covered by the Neighbourhood Plan; and
- (b) A statement explaining why the area concerned is appropriate; and
- (c) A statement confirming that you (i.e. the Parish Council) are a "relevant body" under the legislation.

The meeting agreed that one of the example submissions – that prepared by Framlingham – was an ideal example for us to follow.

3. Aims for the Neighbourhood Area

This section of the meeting fell into two main areas:

a. Survey

Having discussed this topic at the previous meeting it was agreed that the best way forward would be for us to create the Aims for our Neighbourhood Plan on the basis of a consultation with the residents. It was agreed that a survey should be created using the one prepared by St Neots as a good example to base it on. The survey would then be distributed around mid-November to every household. We will look to enable returns to be made via online, various shops and other locations in the village (others could include The Glebe, The Legion, The Con Club etc).

It was agreed that we need to identify some of the steps which need to be taken to agree the survey, meeting etc. Some examples could be;

1. How we print the survey
2. Setting up online survey
3. Survey distribution
4. Agree collection points with shop owners etc.
5. Book meeting venue
6. Agree publicity for meeting
7. Agree agenda for meeting

It was also agreed at this meeting that we should discuss the practicality of our proposed Aims with the District Council prior to formalising them. **Action: R.Seymour and I.Dewar to prepare the questionnaire.**

b. Open Meeting

Rosie Seymour and Ian Dewar expressed the potential value of using the services of Cambridge Research Group who have access to detailed demographic information in the area. It was agreed that we should approach them to see if they would be prepared to make a presentation about Sutton at an open meeting in the village attended by both residents and key stakeholders. The title of their presentation would be something along the lines of 'How well do you really know your village'. It is hoped that this would then spark a debate among those attending the event about the requirements of the village both for now and the future. It was agreed that early January 2015 would be a good time to hold this meeting thereby avoiding holidays and providing us with sufficient time to make the necessary arrangements. **Action: R. Wisdom to contact Cambridge Research Group to see if they would be prepared to come along to make a presentation.**

Update following meeting: R. Wisdom contacted Polly Jackson of Cambridge Research Group contacted who confirmed that she would be happy to present on the basis discussed at the meeting. Email confirmation sent to her following her acceptance of our invitation. Further details to be discussed nearer the time, i.e. Agreement on date, format, content, venue, time etc.

4. Key Stakeholders

It was agreed that we should add the doctors' surgery and the Chemist to our list of Key Stakeholders

Next Meeting: Tuesday Sept 15th, 7.30pm, Brunel Room