

# Community Engagement Working Party

## Meeting, Brunel Room

May 12th 2015

### Minutes

Those in attendance: S. Partington, S. Smith, T. Stoodley, R. Wisdom

Apologies: M. Inskip, R. Seymour

The Sutton Neighbourhood Plan was the only item discussed.

#### 1. Saturday Workshop – Developing Aims and Objectives for the Neighbourhood Plan

##### Format

After some discussion it was agreed that this would take the format of a 'drop-in' event which would have 5 groups with the following titles:

- Biodiversity
- Built-environment and Services
- Sport
- Recreation and Leisure
- Transport

It was agreed that based on previous experiences it is unlikely that any of the groups would attract more than just a few residents. Each group would however have a Leader who would introduce the role of the group to attending residents, provide them with guidance and collect their views. After the event the group Leader would then prepare a report to summarise the input from each group. A Planning Expert (to be identified) would then take all the reports and prepare a draft Aims and Objectives document for inclusion in the Neighbourhood Plan. A Forum would then be held at which this expert would then present the outcome of the Workshop to residents of the village, in order to gain their reactions and any further input. The Planning Expert could then be used further to provide services to facilitate completion of the Plan.

##### Session Leaders

It was proposed that:

**Biodiversity** - RSPB to be approached to provide someone. It was thought that they would provide someone on the day for free but would then charge for writing a summary report after the event.

**Action: T. Stoodley to contact and gain quotation.**

**Built environment and Services** – Michael Hendry, Director of PlanSurv to be approached to handle this role. Again it was thought that he would attend on the day for free but would then charge for writing a summary report after the event. It was thought that this person could also provide the role of **Planning expert** as outlined above. He would therefore be approached to see if he would be prepared to provide this role as well.

**Action: T. Stoodley to contact and gain quotation**

**Sport** – Head of Sport at Witchford Village College to be approached to handle this role. This person to be approached and to then asked to provide a quote for this service.

**Action: R. Wisdom to contact and gain quotation**

**Recreation and Leisure** – To be handled by someone from the group, volunteer to be determined.

**Transport** – T. Stoodley volunteered to handle this role

### Dates

It was suggested that the Saturday Workshop would be held sometime in September with the Forum to present the outcome to then held sometime in November.

### Venue

To be discussed with R.Hughes

### Attendance

It was agreed that this would be generated via telephone contact using the Sutton Groups and Societies list as a starting point.

### Grant Application

It was agreed that we would see where we stand when the quotations come in from the Group Leaders/Planning Expert.

## **2. How this Group should work**

Up until this meeting this group has performed the role of the Community Engagement Working Party. It was agreed that its future role/designation needs to be determined.

**Action: R. Wisdom to discuss with R. Hughes**

**Next Meeting: TBD**