

## **Neighbourhood Plan Working Party**

### **Meeting, Spencer Room**

**7.30pm on Monday 11th June 2018**

### **Minutes**

**Those in attendance: R. Hughes, M. Inskip, S. Partington, L. Stubbs, A. Marking, S. Smith, I. Poole (planning consultant)**

**Apologies: L. Dupre, K Brownell**

#### **1. Review of actions from previous meeting:**

Previous Action: Ian to provide an updated proposal capturing all remaining costs to complete the Neighbourhood Plan

Done (to be discussed later in the meeting)

Previous Action: Shelagh to identify owner of the aerial photograph and forward the photograph if permission can be granted to use it

Unfortunately not able to identify the copyright holder (action closed)

Previous Action: Shelagh to forward descriptions for the designated areas to Rosie and Ian

Done (action closed)

Previous Action: Rosie to forward a copy of a photograph of a lorry in Sutton to Ian

Unable to find a suitable lorry photo (action closed)

Previous Action: Rosie to forward photographs of village facilities to Ian

Done (action closed)

#### **2. Draft Neighbourhood Plan (ECDC feedback):**

Ian had forwarded version 3 of the draft Neighbourhood Plan to Ed Dade at East Cambridgeshire District Council. Ed reviewed the document and provided informal feedback which was reviewed by the working party.

NP1: Formal Local Green Space Assessment document requested but not needed for the pre-consultation, will be required later to demonstrate how the green space meets the relevant criteria.

NP3: Changed "quality of life" to "amenity" and added "Land outside the Settlement Boundary is defined as countryside where development will only be allowed for agriculture, horticulture, forestry, outdoor recreation and other uses which need to be located in the countryside."

NP4: Every map now has a figure reference.

NP6: Removed the reference to parking on the highway.

NP7: Agreed to delete “on allocated sites or windfall sites of 10 or more homes” from paragraph 8.11 and now have “We will seek that new housing development should, where appropriate, provide a mix of homes that seeks to redress the shortfall of two-bedroom homes.”

Also removed the reference to “first time buyers”.

Ian will consider after consultation whether further evidence is needed to justify the statement regarding the shortfall of two-bedroom homes.

NP8: Updated the policy to be more specific about the protection that the policy is looking to provide to historic assets in the village.

NP11: Discussed and agreed that the definition of the village centre as being from the church to the junction of the High Street and the Brook.

NP12: Discussed and agreed not to adopt the term “Policies map” term as this is not part of the NPPF.

The working party then discussed whether other further changes were needed. It was agreed in the Foreword further emphasis should be given to the benefits of increased CIL receipts if a Neighbourhood Plan is adopted.

On page 6 agreed to add a title to state that the page shows a consultation newsletter from July 2016.

*Action: Rosie to provide a list of names of people who have been involved in the Neighbourhood Plan working party*

*Action: Ian to create a fifth draft of the Neighbourhood Plan to be presented to the Parish Council's full council meeting 26<sup>th</sup> June 2018.*

The Neighbourhood Plan will now go to the typesetter, the typeset version will be used for the consultation.

*Recommendation: Fifth draft of Neighbourhood Plan to be presented to Full Council for approval prior to the commencement of statutory consultation in July 2018.*

### **3. Pre-submission Consultation**

The working party need to decide a start date and an end date, and these must be at least 6 weeks apart. Expecting to have a typeset version of the Neighbourhood Plan at the end of June, agreed to print 30 copies. Agreed to start the consultation on Monday 16<sup>th</sup> July and finish on Monday 10<sup>th</sup> September 2018.

*Action: Rosie to arrange the printing of 30 copies*

We will need to publicise the consultation around the village. Will use the Parish Council Newsletter, Pepperpot, Sutton Notices Board Facebook group, Parish Council website, school parentmail and village notice boards.

*Action: Mark to write a section for the centre of the newsletter*

*Action: Rosie to provide an article for the Pepperpot*

*Action: Rosie and Melissa to arrange the parentmail*

*Action: Rosie to post announcement on the Parish Council website, posters and Facebook group announcement*

Need to make plan document available: online on the Neighbourhood website plus hard copies at the Parish Council offices, the Deli, the GP's surgery, the hairdressers, the barbers, the Conservative Club, the RBL and Nellie's café.

*Action: Mark to update the Neighbourhood Plan website*

*Action: Stan to arrange distribute the hard copies of the Neighbourhood Plan*

There will be a need to create an online survey for feedback, an example is:

<https://www.surveymonkey.co.uk/r/hpnpp-scrf>

*Action: Mark to create an online copy of the survey*

There will also need to be a paper copy of the form.

It was also agreed to consult Linden Homes and Endurance Homes.

*Action: Rosie to consult Linden Homes and Endurance Homes on the draft NP*

It was also agreed to consult the businesses on Elean business park and Three Pillars business park.

*Action: Lisa to identify contact names for the businesses on the business parks*

In addition, the statutory consultees will also need to be consulted, this can be done by email from the Parish Office. The list of consultees is already available.

*Action: Ian to provide the wording for the notification of the statutory consultees*

*Action: Rosie to create and send email to the statutory consultees*

#### **4. Status of New Grant Application**

Rosie has identified the details of the grant funding. The Parish Council can apply for a further grant of up to £8,000 because the draft Neighbourhood Plan includes the allocations of sites for housing.

Ian has provided a quotation for his remaining costs. We will also need to cover the following:

1. Printing of 30 pre-submission consultation copies of the plan
2. Publicity associated with pre-submission
3. Printing of 30 post submission consultation copies of the plan and associated documents (consultation statement and basic condition statement)
4. Publicity associated publicising the referendum

Rosie will take these inputs and complete the grant application.

**Date of Next Meeting: 7.30pm at The Glebe. Monday 13<sup>th</sup> August 2018.**