

## **Neighbourhood Plan Working Party**

### **Meeting, Brunel Room**

**7.30pm on Monday 16th January 2018**

### **Minutes**

**Those in attendance: R. Hughes, L. Dupre, S. Smith, S. Partington**

**Apologies: L. Stubbs, M. Inskip, A Marking.**

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

Policy GC1 – Shelagh suggested that after taking photos of the village the words ‘from the south’ be removed from the policy, as views are from all angles.

Policy NP2 – Missing word add ‘for’ to read masterplan for the development of the site.

Lorna noted a couple of other minor errors and will send these to Mark to be corrected. The amended version will be shared with Ed Dade (ECDC) and Ian Poole (Consultant).

#### **a) Policies**

##### **Policy NP1**

Action: Shelagh to look at each individual area identified on map, obtain suitable photos and a couple of sentences for each as to what we are looking to protect.

Shelagh has provided photos of different areas of the village, taken on a small camera, once the working party has decided which to use they can be taken again on a larger camera. Shelagh has still to add words to the photos.

Discussed obtaining arial photos by use of a drone in specific areas of the village to show: ie listed buildings and older buildings and how they sit in relation to the fens behind. (The Row).

##### **Policy NP2**

Action: Mark to create and circulate a new draft of Policy NP2.

Completed.

##### **Policy GC1**

The policy could better describe the views the NP is looking to protect.

Action: Shelagh to obtain photo of views of church and the historic part of the village

Action: Mark to look to improve the wording regarding the justification for single-storey dwellings

Completed.

### **Policy SN1**

Action: Mark to draft an updated Policy SN1 incorporating housing mix (tying the number of dwellings to the school capacity will be dealt with in SN3)

### **Policy SN2**

The policy as written could be seen as making the Field In Trust requirement as specific to Sutton North and not to general development in the village

Action: Mark to look at extracting a more general Field in Trust policy

Action: Mark to make part c of this policy specific to the Sutton North development

### **Policy SN3**

Action: Mark to re-write to tie the number of the dwellings more closely to the primary school capacity

### **Policy SN4**

It would be useful to show routes through for pedestrians and cyclists on a map. The routes we keen to see from Sutton North are;

1. To the Doctor's Surgery and shops, with a crossing on the Brook
2. To the play area, Pavilion, village hall and the school

Action: Mark to draft some revisions to the SN4 to provide more specific information on routes for pedestrians and cyclists.

Shelagh and Rosie to look at producing a map showing footpaths.

## **2. Grant application**

The grant application has been submitted to Locality for a total of £3,679.00. Awaiting decision from Locality.

## **3. Ian Poole's project schedule and requested actions.**

Rosie has produced a project chart showing the tasks suggested by Ian Poole, this has been sent to Ed Dade who will add his elements and look at the time scales. The working party meeting and event dates have also been added.

## **4. Template for Neighbourhood Plan.**

In order to be ready for the meeting with Ian Poole, the working party has been tasked with agreeing chapter headings and broad content of the draft Neighbourhood Plan, and to also discuss whether any members of the working party can contribute to sections of the plan.

The working party agreed that the plan should not be too wordy, and it should contain maps and photos to keep the reader interested.

Reviewed: Planning Aid – Template: Structuring your Neighbourhood Plan

Chapters:

- Cover
- Forward
- Contents page
- Introduction
- The Neighbourhood Area
- Key Issues
- Vision and Objectives
- Planning Policies
- Appendices:
  - Community engagement events
  - Community action plan proposals (parish council actions)

It was agreed to discuss this further when all members of the working party are present.

#### **5. Pre-consultation draft launch event : 24<sup>th</sup> March 2018**

- Sutton Scouts are able to provide a BBQ, Rosie will speak to them regarding costs and numbers, Rosie will speak to Nellies to see if they can provide refreshments and cake.
- BHMA – Witchford – banner. Rosie to get costs.
- Date to be advertised in The Pepperpot.

**Date of Next Meetings: 7.30pm at The Glebe. 29<sup>th</sup> January 2018.**

**7.30pm at The Glebe. 19<sup>th</sup> February 2018. Ian Poole to attend.**