

Neighbourhood Plan Working Party

Meeting, Brunel Room

7.30pm on Monday 19th February 2018

Minutes

Those in attendance: R. Hughes, S. Smith, S. Partington, M. Inskip, L. Dupre, L. Stubbs, A. Marking

Apologies: None

1. Review of actions from previous meeting:

Previous Action: Rosie to forward the revised Policy document (v3) to Ed Dade and Ian Poole
This was done

Action: Rosie to follow up with Ed Dade to see if he has any feedback on the Policy Document (v3)

2. Template for Neighbourhood Plan:

Ian has added in a section Planning Policy Context to the proposed chapter list.

Chapters:

Cover

Foreword – Mark to finalise for tomorrow

Contents page

Introduction – Rosie has started to draft this but needs to review the other sections to avoid duplication

The Neighbourhood Area – Shelagh has started to draft this, Ian will provide the census data (Shelagh to provide placeholders) by Wednesday

Key Issues – Rosie has compiled a list and will continue to develop it

Vision and Objectives – Rosie has forwarded these to Ian

Planning Policies – the main policy document has been circulated, Shelagh has drafted text for photos, Ian has suggested the idea of adding details of the types of brickwork, roofing materials and boundary treatments. He will provide an example from another Neighbourhood Plan.

Action: Ian to circulate a Neighbourhood Plan which includes details of brickwork, roofing and similar features

Action: Rosie will see whether she can arrange with Alex Scott to capture some high quality photos of the various areas identified for protection

Appendices:

Community engagement events – See <http://sutton-in-the-isle.org.uk/history/details-of-consultations/>

Community action plan proposals (parish council actions) – Ian proposes to merge this into the main body of the document rather than as a separate appendix

Action: Ian will investigate whether there are ways in which to protect the land either side of the top of Bury Lane from development

3. Pre-consultation draft launch event: 24th March 2018

The purpose of the event will be to provide to promote the draft Neighbourhood Plan proposals just prior to it being finalised ready for the formal pre-submission consultation. Ian will provide display boards for the event as he drafts the plan document itself. The boards will need to be signed off by the working party prior to the event.

- Stan is approaching Sutton Scouts are able to provide a BBQ with burgers and buns
- Rosie has spoken to Nellies and they have agreed to provide refreshments and cake
- BHMA – Witchford – banner. Agreed to order two 6' x 2' banners. These could be used both to promote the pre-consultation draft launch.
- The date to be advertised in The Pepperpot, the insert was reviewed.

4. Pre-submission Consultation

For the formal pre-submission consultation, it will be necessary to have a formal launch event. There will be a list of statutory consultees. All parish residents and businesses will need to be informed. There will be a need provide a feedback mechanism for consultees to respond, for example using Survey Monkey.

Date of Next Meeting: 7.30pm at The Glebe. 19th March 2018.