

Neighbourhood Plan Working Party

Meeting, Brunel Room

7.30pm on Wednesday 19th June 2017

Minutes

Those in attendance: R. Hughes, M. Inskip, Allen Marking, S. Smith

Apologies: L. Stubbs, L. Dupre, S. Partington

1. Review of Draft Policies

Previous Action: Shelagh to bring the maps for Policy NP1a into the Parish Council
Shelagh has provided the annotated maps with the eight areas identified (action closed).

Action: Rosie to create separate detailed maps for the eight identified areas for NP1a

Previous Action: Rosie to collate evidence on Field in Trust guidelines and on the burial ground demand

Formal Open Space

Playing Pitches: 1.2 ha/1,000 population for playing fields which would be 4.8 hectares.

Next step is to identify the shortfall for playing fields against the current provision (existing football pitches and the cricket pitch). The major identified shortfall is for football pitches.

Action: Rosie to determine current area for playing fields (football pitches and cricket pitch) in the village and the shortfall against the FIT guidelines

Informal Open Space

Amenity Green Space: 0.6 ha/1,000 population which would be around 2.4 hectares

Natural & Semi-Natural: 1.8ha/1,000 population which would be around 7.2 hectares

Next steps are to identify the shortfall for both types of informal open space.

Action: Rosie to determine current area for informal open space (green areas, old recreation ground, paddock) in the village and the shortfall against the FIT guidelines

Also need to conclude on the Burial Ground.

Action: Rosie to collate the information on the demand for the Burial Ground.

The previous policies have now been fully reviewed by the working party over the past three meetings, but now need to be collated in one place.

Action: Mark to collate the reviewed policies into a single document

2. Next steps in the process

Now the policies have been reviewed the remaining actions to close in relation to Ian Poole's report are:

- a. Close out the actions on green open spaces (see above)
- b. Review the 'Other Matters' section of the report
- c. Review the list of Community Actions

Shelagh has collated the Community Actions into a single document which needs to be reviewed by the working party.

Then to move onto:

- d. Writing the Neighbourhood Plan document
- e. Pre-submission Consultation (minimum 6 weeks' duration)
- f. Independent Examination (through ECDC)
- g. Referendum

Rosie has not been able to get any further details as to the likely duration of the Independent Examination.

Rosie has received a first estimate of the costs of the referendum. ECDC state the total cost to hold the referendum will be approximately £7,000 with a timescale of 25 working days. It is thought there may be some opportunities to reduce this cost, for example by using one of the Parish Council's free lets for the village hall in the Brooklands Centre.

It was also noted that the Parish Council could still apply for up to £3,679 of grant funding. The application would need to be made by 31st January 2018 and to be spent by 31st March 2018. It was agreed that this may be used towards the creation of the plan document and the pre-submission stage.

3. Status of documentation to go on the website

The following information has been collated ready to be put on the Neighbourhood Plan website:

- i. Documents relating to minutes and key decision points
- ii. Relevant documents submitted to East Cambs designating the area
- iii. Initial survey sent to residents in January/February 2015
- iv. Presentation from public meeting to present results back to residents
- v. Alex Munro report on from the October 2015 Open Forum
- vi. Update to residents in Christmas 2015 Pepperpot (need to confirm this is available)
- vii. Vision and objectives and requested feedback
- viii. Report from the Business Forum in May 2016
- ix. Summer 2016 newsletter and survey to residents on draft policies
- x. Survey results from the summer 2016 newsletter
- xi. Demographic Profile of the local population and housing
- xii. Local Employment and Industries information

- xiii. Land use and planning using local plan map
- xiv. Transport traffic survey results
- xv. Historic Environment information from Conservation officer (Lorraine Brown)
- xvi. Natural Environment and Special Landscape information collated by Alex Scott

4. Items for the next meeting:

- a. Close out the action on green open spaces
- b. Review the 'Other Matters' Ian Poole's report
- c. Review the list of Community Actions (collated by Shelagh)

Date of Next Meeting: 7.30pm Tuesday 29th August