

## Neighbourhood Plan Working Party

### Meeting, Brunel Room

7.30pm on Monday 20<sup>th</sup> November 2017

### Minutes

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

**Apologies:** S. Partington

**Also attending for item 1:** Ian Poole (planning consultation)

#### **1. Writing the Neighbourhood Plan**

Discussion with Ian Poole regarding how he can support the writing of the local plan. The first stage would be to map out the structure of the document and discuss the policies with the East Cambs. Then content could be gathered and the document created.

Rosie has heard back from Edward Dade, Strategic Planning Officer, East Cambs who is requesting to check that the policies meet will likely meet the 'basic conditions' for Neighbourhood Plans.

What happens after the plan is written?

Six week consultation for period for the plan: The plan is made available for consultation with local residents. Surveymonkey is a good tool to use to get response on the plan.

Minor amendments may well need to be made to the plan after this point.

Basic Conditions Statement: this sets out how the Neighbourhood Plan meets the basic conditions for a neighbourhood plan. This goes off to the examiner together with the plan.

Consultation Statement: This needs to define the steps taken for consultation and how the feedback was reviewed.

Then the document goes to East Cambs for the independent examination. The district council will pay for the examiner and will pay for the referendum. They are able to claim the costs back.

Proposed grant application will be a combination of:

- a. Ian Poole's costs to support to the writing of the Neighbourhood Plan by the end of March 2018
- b. Design costs for artworking the document
- c. The costs for a launch event, including associated publicity

The launch event would be the trigger for the start of the six weeks consultation. The online survey would go live at this point for the six weeks period.

Action: Ian Poole to prepare a proposal by the start of December 2017

Action: Rosie to prepare the grant application, target to complete the submission before Christmas

Agreed to Saturday 24<sup>th</sup> March in the afternoon for the launch event with an extraordinary full council meeting on Tuesday 20<sup>th</sup> March to agree the plan.

Agreed to send the finalised policy document together with the maps to Edward Dade at ECDC and to see whether he can attend a working party meeting to provide his feedback

Action: Rosie to send policies to Edward Dade at ECDC and invite him to a NP working party meeting

## **2. Review of Actions**

Previous Action: Rosie to circulate a copy of the maps with the key  
Done (action closed)

Previous Action: Rosie to review further approved Neighbourhood Plans to identify the typical durations

Done, links to various Neighbourhood Plans circulated. Most Neighbourhood Plans were 15 to 20 years duration. Agreed to 15 years for the Sutton Neighbourhood Plan.

Previous Action: Rosie to investigate options for planning consultants who could support the writing of the plan

Done (Ian Poole attended the meeting)

Previous Action: Rosie to contact ECDC regarding reviewing a draft of the Neighbourhood Plan

Done (see earlier update and subsequent action)

Previous Action: Rosie to find examples of Neighbourhood plans and Statement of Community Involvement to circulate links to working party members

Examples of Neighbourhood Plans circulated, decided to wait until later for Statements of Community Involvement therefore closing this action.

## **3. Status of documentation to go on the website**

The following information has now been added to 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. Revised policies and community actions

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

- xii. Demographic Profile of the local population and housing
- xiii. Local Employment and Industries information
- xiv. Land use and planning using local plan map
- xv. Transport traffic survey results
- xvi. Historic Environment information from Conservation officer (Lorraine Brown)
- xvii. Natural Environment and Special Landscape information collated by Alex Scott

#### **4. Items for Next Meeting**

The following items were identified for the next meeting:

- a. Feedback from ECDC on the proposed policies
- b. Proposal from Ian Poole on support for writing the plan
- c. Review of evidence documents

**Date of Next Meeting: TBD**