

# Neighbourhood Plan Working Party

## Meeting, Brunel Room

Wednesday 22<sup>nd</sup> March 2017

7.30pm

### Minutes

**Those in attendance: L. Dupre, M. Inskip, S. Partington**

**Apologies: R. Hughes, L. Stubbs, S. Smith**

#### **1. Review of Draft Policies**

Action: Shelagh to bring the maps for Policy NP1a into the Parish Council

Lorna had obtained the data for ECDC which shows their assessment of play provision and informal open space against the local planning standard:

Toddlers (facilities):

Actual	Requirement	Deficit/Surplus
6.43 hectares	7.90 hectares	-1.48 hectares

juniors (facilities):

Actual	Requirement	Deficit/Surplus
1.41 hectares	7.90 hectares	-6.49 hectares

Youth (facilities):

Actual	Requirement	Deficit/Surplus
0.00 hectares	3.95 hectares	-3.95 hectares

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

NP1a, NP1b, NP1c, NP1d – review complete

NP2a- Need to review the proposed Green Open Spaces against the criteria

Action: To review the previously submitted Green Open Spaces against the criteria listed in the in the East Cambridgeshire District Council Local Green Spaces Evidence Report and based on the NPPF guidance.

NP2b – this is not a planning policy and will be captured as Community Actions

NP2c – has already been completed

Revised and combined NP3a and NP3b

To support further development of the Elean Business Park for employment and to require the preparation of a masterplan or development brief for the development of the site. The masterplan to be prepared by the landowners through engagement with the local community, East Cambridgeshire District Council and any other relevant bodies and to be adopted as a Supplementary Planning Document for the site. The masterplan should include support development of starter business units.

#### NP4a

Agreed that this policy can be removed because the requirement for school and health facilities is addressed in the revised NP1d and agreed that it would be difficult to justify a new library development.

#### NP4b

Agreed to remove this policy but note policy COM3 of the East Cambridgeshire Local Plan which provides for the retention of shops and other community facilities and policy CM1 of the Local Plan makes provision for the location of new shops, which requires that a sequential approach has been taken to identifying a suitable location, working outwards from the existing shopping area.

#### NP5a

Community actions captured separately but no planning policy.

NP5b – Part of Sutton North policies

NP6a – Part of Sutton North policies

#### NP6b

Community actions captured separately but no planning policy.

#### NP6c

Community actions captured separately but no planning policy.

## **2. 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)

## **3. Status of Actions from Review of the Neighbourhood Planning Worksheets**

- i. Action: Mark to place documents relating to minutes and key decision points on the website
- ii. Action: Mark to place relevant documents submitted to East Cambs designating the area on the website  
Information available, action to be completed

- iii. Initial survey sent to residents in January/February 2015 (?)
  - Action: Mark to put survey on the website
- iv. Public meeting to present results back to residents
  - Action: Mark to put results presentation on website
- v. Open forum in October 2015
  - Action: Mark to put Alex Munro report on Parish Council website
- vi. Update to residents in Christmas 2015 Pepperpot
  - Action: Rosie to look out Pepperpot update
  - Not yet completed
  - Action: Mark to put Pepperpot update on website
  - Waiting for information
- vii. Publicised the vision and objectives and requested feedback
  - Action: Mark to put vision and objectives results on website
- viii. Business Forum in May 2016
  - Action: Mark to put business forum report on website
  - Information available, action to be completed
- ix. Summer newsletter and survey to residents on draft policies
  - Action: Mark to put inside page of summer newsletter on website
  - Action: Mark to put survey results on the website
- x. Demographic Profile of the Local Population
  - Action: Rosie to speak to parish councillor who may be able to collate this information
  - Demographic work undertaken, outcome needs to be reviewed
- xi. Local Employment and Industries
  - Action: Lisa to collate relevant information
  - Information now supplied but needs to be reviewed
- xii. Land use and planning
  - Use local plan map
- xiii. Housing
  - Action: Rosie to see whether this can be collected along with demographics
  - This is included in the demographics report, needs to be reviewed
- xiv. Transport
  - Action: Mark to collate information
  - Will collate from traffic survey results
- xv. Historic Environment
  - Action: Lorna to collate information (Lorraine Brown)
  - Information received, to be reviewed
- xvi. Natural Environment and Special Landscape Designations
  - Action: Rosie to approach caretaker
  - Work undertaken, results to be reviewed
- xvii. Community Infrastructure
  - Action: Shelagh to collate information
  - Initial draft circulated, needs to be reviewed, some further sources of information identified including a proposed meeting with the Assistant Clerk to obtain details on the Parish Council facilities and village groups

- xviii. Action: Discuss development of planning policies with Ian Poole at meeting next week  
Done, updated report subsequently received that now requires review
- xix. Action: Rosie to find out whether 6 weeks pre-submission is affected by purdah  
Rosie has received information from the legal officer at East Cambs but it is not very clear.
- xx. Action: Rosie to identify the timescale to complete the independent examination  
No update

**Date of Next Meeting: To be confirmed (Rosie to contact Working Party members)**