

Neighbourhood Plan Working Party

Meeting, Brunel Room

7.30pm on Tuesday 29th August 2017

Minutes

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

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

1. Review of Draft Policies

Previous Action: Rosie to create separate detailed maps for the eight identified areas for NP1a (action closed)

Melissa has created updated maps using the Parish Online system.

Action: Shelagh to review the maps to check that information has been correctly captured.

It would be useful to add the Buildings of Local Interest on the maps.

Action: Shelagh to add the ECDC Buildings of Local Interest to the maps.

Formal Open Space

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

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

Actual area is 1.82 hectares comprising 0.87 hectares of football pitches, 0.80 cricket ground and 0.15 for bowling green (last figure to be confirmed), deficit is therefore 2.98 hectares.

Action: Rosie/Melissa to confirm the precise area of the bowling green.

Informal Open Space

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

Previous 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 (action closed).

Actual amenity green space total area is 2.79 hectares comprising of 2.4 hectares for the recreation ground, 0.36 hectares for Stirling Way and 0.03 for Windmill Walk. Therefore there is a surplus of 0.39 hectares.

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

Actual natural and semi-natural includes 0.4 hectares for the Paddock plus land to the north of the recreation ground (not yet measured or included).

Action: Rosie to add in the area for the land to the north of the recreation ground.

Previous Action: Rosie to collate the information on the demand for the Burial Ground (action closed).

Between 2010 and 2016 there have been a total of 37 new plots have been used in the Burial Groun. There are currently 75 plots remaining of which 10 are reserved leaving 65 plots remaining. Using these figures the Burial Ground has approximately 12 years life time remaining and would therefore need to be replaced with the period of the Neighbourhood Plan (assuming it applies for a period of 20 years).

Previous Action: Mark to collate the reviewed policies into a single document (action closed).

The meeting reviewed the single document which consolidates all of the policies. A couple of minor updates were made. It was agreed that the policies would benefit from re-organising and renumbering. They should be grouped into general policies and specific policies for Sutton North.

Action: Mark to re-structure the policies into two groups; one group focussed on general policies and the other group specifically on Sutton North.

The aim is to close all of these actions relating to policies before the next working party meeting.

2. Review the 'Other Matters' section of the report

The 'Other Matters' section of Ian Poole's report was reviewed and it was agreed that each item had either been addressed or was no longer relevant.

3. Working through other identified actions

The only remaining item to consider in relation to the review of Ian Poole's report is to review the list of Community Actions. Shelagh had been collated the Community Actions into a single document. This document was briefly reviewed in the meeting in readiness for a more thorough review at the next meeting.

Next steps will then be to move onto:

- a. Writing the Neighbourhood Plan document
- b. Pre-submission Consultation (minimum 6 weeks' duration)
- c. Independent Examination (through ECDC)
- d. Referendum

Rosie shared an ECDC document with the meeting that include more details of the next steps and the support that can be expected from the district council.

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 (to be discussed further at the next meeting).

4. 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

5. Items for the next meeting:

- a. Review the list of Community Actions (collated and circulated by Shelagh)
- b. Discuss the process for writing the Neighbourhood Plan document

Date of Next Meeting: 7.30pm Monday 2nd October 2017