

Neighbourhood Plan Working Party

Meeting, Brunel Room

7.30pm on Monday 29th January 2018

Minutes

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

Apologies: L. Stubbs, A. Marking

1. Review of actions from previous meeting:

The amended version of the policies capturing the review feedback from the meeting of 16th January 2018. This will be shared with Ed Dade (ECDC) and Ian Poole (Consultant).

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

2. Grant application

The grant application submitted to Locality for a total of £3,679.00 has been approved, specifically towards Ian Poole's fees and the launch event. It all needs to be spent by the 31 March 2018.

3. Ian Poole's project schedule and requested actions

Rosie has updated the project chart. The initial tasks are to agree the chapters and authors' contributions.

4. Template for Neighbourhood Plan

Previously the working party reviewed: Planning Aid – Template: Structuring your Neighbourhood Plan. At this meeting owners of the individual sections were identified with each to prepare content before the meeting with Ian Poole on 19 February 2018.

Chapters:

Cover

Foreword – Mark to draft

Contents page

Introduction – Rosie to draft

The Neighbourhood Area – Shelagh to draft with STan

Key Issues – Rosie to compile a list

Vision and Objectives – Mark to circulate

Planning Policies – the main policy document is available, need Shelagh to draft text for photos, will also need to add additional explanation around the policies (will consult Ian at next meeting on this point)

Appendices:

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

Community action plan proposals (parish council actions)

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

- Sutton Scouts are able to provide a BBQ, Stan will speak to them initially then Rosie to follow up regarding costs and numbers, Rosie will speak to Nellies to see if they can provide refreshments and cake.
- BHMA – Witchford – banner. Rosie to get costs. These could be used both to promote the pre-consultation draft launch and the also the referendum.
- Date to be advertised in The Pepperpot.

Date of Next Meeting: 7.30pm at The Glebe. 19th February 2018. Ian Poole to attend.