

Neighbourhood Plan Working Party

Meeting, Brunel Room

7.30pm on Tuesday 2nd October 2017

Minutes

Those in attendance: R. Hughes, M. Inskip, L. Stubbs, L. Dupre

Apologies: A. Marking, S. Partington, S. Smith

1. Review of Draft Policies

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

Waiting for Shelagh to complete this action.

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

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

Waiting for Shelagh to complete this action.

Formal Open Space

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

The bowling green is 0.12ha (action closed).

Total area for playing pitches is 1.8 hectares comprising 0.87 hectares of football pitches, 0.80 cricket ground and 0.12 for bowling green, deficit is therefore 3.0 hectares.

Informal Open Space

Previous Action: Rosie to add in the area for the land to the north of the recreation ground. Area is 0.37ha (action closed).

Total natural and semi-natural open space including the Paddock and land to the north of the recreation ground is 0.77ha, giving a shortfall of 1.03ha.

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

In progress.

2. 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

3. Community Actions:

- a. Traffic Management: Feedback already passed to the Parish Council's Traffic Management and Environmental Enhancement Working Party.
- b. Reduction of overhead lines: Do not believe this can be effectively addressed as a community action.
- c. Street furniture: Recommend that the Parish Council undertakes a survey to identify street furniture improvements.
- d. Signage clutter: Recommend that the Parish Council undertakes a survey to identify signage clutter in the village.
- e. Create an informal nature reserve on the old recreation ground: Already being addressed by the Sports and Recreation Working Party together with the Conservation Society.
- f. Promote existing and new permissive access to provide several circular routes for walkers out into the surrounding countryside from the village: Recommend that the Parish Council meets with the County Council's Rights of Way Officer to explore ideas as a first step.
- g. Build a partnership with landowners and East Cambridgeshire District Council's Enterprise Team to produce a plan for further development of the Elean Business Park. The plan should be prepared by the landowners through engagement with the local community, ECDC and other relevant bodies. The aim should be for the plan to be adopted by ECDC as a Supplementary Planning Document.
- h. 'Sport for all' across all sections of the community should be promoted in the village, and consideration of a suitable location for skateboard facilities: Recommend that Sutton Parish Council's Sports and Recreation Working Party investigate more broadly the provision of sports and other outdoor recreation activities.
- i. Encourage the development of a comprehensive approach to traffic management across the village: Already being addressed by the Parish Council's Traffic Management and Environment Enhancement Working Party.

4. Working through other identified actions

Next steps to take are:

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

The Parish Council can still apply for up to £3,679 of grant funding. The application needs to be made by 31st January 2018 and to be spent by 31st March 2018. It has already been agreed in principle that a grant is used towards the creation of the plan document and the pre-submission stage (to be discussed further at the next meeting).

5. Items for the next meeting

Discuss and agree the process for writing the Neighbourhood Plan document

Date of Next Meeting: 7.30pm Monday 30th October 2017