

Neighbourhood Plan Working Party

Meeting, Brunel Room

7.30pm on Tuesday 30th October 2017

Minutes

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

Apologies: None

1. Review of Actions

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

Shelagh has reviewed the maps and is confident that they are correct (action closed).

Previous Action: Shelagh to add the ECDC Buildings of Local Interest to the maps. These have been added (action closed).

Action: Rosie to circulate a copy of the maps with the key

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. This was circulated before the meeting (action closed).

A final review of the policies was concluded in the meeting. Some further clarification was added to SN1 and a new GC1 policy added to address the proposed development to the east of Garden Close in line with the Parish Council feedback on the Local Plan.

Action: Mark to circulate the updated Reviewed Policies and Community Actions document

Action: Mark to produce a finalised Policies document (removing the commentary as to how policies have changed through the review)

Recommendation to Full Council: To review the finalised Policies document and associated Community Actions

Still need to decide on the duration of the Neighbourhood Plan. Agreed initially to propose a 15 year duration, but to look at further approved Neighbourhood Plans to identify a typical period.

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

2. Process for writing the Neighbourhood Plan document

There are two main documents to produce:

1. The Neighbourhood Plan itself
2. The Statement of Community Involvement

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 was agreed in principle that a grant is used towards the creation of the plan document.

Recommendation to Full Council: To submit a grant application to Locality to pay for a planning consultant to support the writing of the Neighbourhood Plan

Need to identify a planning consultant who could take on this task.

Action: Rosie to investigate options for planning consultants who could support the writing of the plan (Ian Poole and Rachel Hogger are two possibilities)

As part of the support of the Neighbourhood Plan process East Cambs District Council will review drafts of the Neighbourhood Plan. It was agreed that this would be a good step to take prior to the Pre-submission Consultation.

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

In preparation for the next working party meeting, which would discuss the structure and main contents of the document, it would be useful to review examples of these documents.

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

3. 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
- xvii. Revised policies and community actions

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

5. Items for the next meeting

Discuss the structure and main contents of the Neighbourhood Plan document

Date of Next Meeting: 7.30pm Monday 20th November 2017