

## **Neighbourhood Plan Working Party**

### **Meeting, Brunel Room**

**7.30pm on Monday 3<sup>rd</sup> January 2018**

### **Minutes**

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

**Apologies: L. Stubbs**

#### **1. Feedback from meeting with Ed Dade, Strategic Planner, ECDC**

Rosie and Mark had met with Ed Dade, Strategic Planner, on 13th December at ECDC offices after Rosie had contacted Ed about the Neighbourhood Plan. The meeting was very productive and Ed was very helpful. Notes which were written by Ed after the meeting were circulated at this meeting and reviewed by the working party members.

Ed had given specific feedback and suggestions as to how to refine each of the policies. These were reviewed in turn:

##### **Policy NP1**

Ed recommends that the policy is more specific in describing which aspects of historic elements of the village the plan is seeking to protect.

It should begin "Proposals for new development will protect the historic elements of the village, including the designated Conservation Area along with other areas including older buildings in the Row and Bury Lane and others designated on the accompanying map with the aim of preserving the character and heritage of the village."

It should then be extended with suitable photographs and briefing descriptions describing the specific character and heritage to be preserved at each location.

Action: Shelagh to look at each individual area identified on map, obtain suitable photos and a couple of sentences for each as to what we are looking to protect

##### **Policy NP2**

Some elements of the existing policy are not appropriate, for example a NP cannot require the council to adopt an SPD (Supplementary Planning Document), a masterplan would also prove difficult given the existing planning consents. More could be made of the need to improve pedestrian, cycle and public transport routes with the village.

Action: Mark to create and circulate a new draft of Policy NP2

##### **Policy GC1**

The policy could better describe the views the NP is looking to protect.

Action: Shelagh to obtain photo of views of church and the historic part of the village

The policy would benefit from providing a justification for the request for low density predominantly single-storey dwellings, for example to be in keeping with existing neighbouring development, to protect views and to cater for an ageing population with mobility issues.

Action: Mark to look to improve the wording regarding the justification for single-storey dwellings

### **Policy SN1**

The general recommendation is to look to combine the existing four policies into a single consolidated policy for development north of the Brook.

There is a need to tie the number of dwellings in the development to the primary school capacity (as already down in the new district local plan). There is also a need to be clear as to what is intended by the requirement for a mix of houses consistent with a requirement of the village; from starter homes to family homes to retirement homes.

Action: Mark to draft an updated Policy SN1 incorporating housing mix (tying the number of dwellings to the school capacity will be dealt with in SN3)

The working party will need further guidance from Ian Poole to finalise this policy.

### **Policy SN2**

The policy as written could be seen as making the Field In Trust requirement as specific to Sutton North and not to general development in the village

Action: Mark to look at extracting a more general Field in Trust policy

Action: Mark to make part c of this policy specific to the Sutton North development

### **Policy SN3**

Action: Mark to re-write to tie the number of the dwellings more closely to the primary school capacity

### **Policy SN4**

It would be useful to show routes through for pedestrians and cyclists on a map. The routes we keen to see from Sutton North are;

1. To the Doctor's Surgery and shops, with a crossing on the Brook
2. To the play area, Pavilion, village hall and the school

Action: Mark to draft some revisions to the SN4 to provide more specific information on routes for pedestrians and cyclists.

## **2. Update on engagement of Ian Poole**

Ian Poole has provided a written proposal to the Parish Council. He is proposing a timetable starting on the 22<sup>nd</sup> January to get the group through to the 24<sup>th</sup> March launch. He is aiming to use February to prepare the draft of the plan then in early March providing an opportunity for review by the working party and then the Parish Council.

The proposal from Ian does not include the costs for the printing of the Neighbourhood Plan, publicity material or display material for the launch event. This would include a further cost of around £500 to £600. Rosie will look to include this in the grant application which she will submit tomorrow.

Action: Rosie to circulate the proposal from Ian Poole to working party members

Action: Rosie to submit the grant application based on Ian Poole's proposal

## **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. Demographic Profile of the local population and housing
- ii. Local Employment and Industries information
- iii. Land use and planning using local plan map
- iv. Transport traffic survey results
- v. Historic Environment information from Conservation officer (Lorraine Brown)
- vi. Natural Environment and Special Landscape information collated by Alex Scott

## **4. Items for Next Meeting**

The following items were identified for the next meeting:

- a. Progress on actions from meeting of 4<sup>th</sup> January
- b. Review of Ian Poole's project schedule and requested actions

**Date of Next Meeting: 7.30pm Tuesday 16<sup>th</sup> January at the Glebe**