

Neighbourhood Plan Working Party

Meeting, Brunel Room

Monday 8th November 2016

7.30pm

Minutes

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

Apologies: None

1. Review of the Neighbourhood Planning Worksheets

a. Worksheet 1

Identified the documents which contributed to making a decision to prepare a Neighbourhood Plan.

Minutes of 29th October 2013 set out the case for creating a Neighbourhood Plan.

Action: Rosie to review these and subsequent minutes are identified to be placed on the website.

Action: Rosie Identify the key decision points to capture on the website

Action: Mark to place documents on the website

b. Worksheet 2

Action: Rosie to collate the relevant documents submitted to East Cambs relating to designating the area

Action: Mark to place relevant documents on the website

c. Worksheet 3

This does not apply as we are a Parish Council.

d. Worksheet 4

Need to capture the activities that we have done to date on Community Engagement and record this on the website:

1. Initial survey sent to residents in January/February 2015 (?)

- Action: Mark to put survey on the website

2. Public meeting to present results back to residents

- Action: Mark to put results presentation on website

3. Open forum in October 2015

- Action: Mark to put Alex Munro report on Parish Council website

4. Update to residents in Christmas 2015 Pepperpot
 - Action: Rosie to look out Pepperpot update
 - Action: Mark to put Pepperpot update on website
5. Publicised the vision and objectives and requested feedback
 - Action: Mark to put vision and objectives results on website
6. Business Forum in May 2016
 - Action: Mark to put business forum report on website
7. Summer newsletter and survey to residents on draft policies
 - Action: Mark to put inside page of summer newsletter on website
 - Action: Mark to put survey results on the website

e. Worksheet 5

Need to format and tidy up the information that we have on the evidence base and identify any gaps.

- i. Demographic Profile of the Local Population
 - Action: Rosie to speak to parish councillor who may be able to collate this information
- ii. Local Employment and Industries
 - Action: Lisa to collate relevant information
- iii. Land use and planning
 - Use local plan map
- iv. Housing
 - Action: Rosie to see whether this can be collected along with demographics
- v. Transport
 - Action: Mark to collate information
- vi. Historic Environment
 - Action: Lorna to collate information (Lorraine Brown)
- vii. Natural Environment and Special Landscape Designations
 - Action: Rosie to approach caretaker
- viii. Community Infrastructure
 - Action: Shelagh to collate information

f. Worksheet 6

Identified Issues and Themes – these are captured in the Alex Munro report.

Strategic Local Policies are from the updated local plan.

Visions and Aims exist – but would benefit from further review with Ian Poole.

Develop Planning Policies – draft policies were consulted on but after discussion with Ian Poole it is clear that they need further refinement to ensure they achieve the objectives and can't be challenged.

Action: Discuss with Ian Poole at meeting next week

g. Worksheet 7

This is about submitting the plan. We will need to re-visit how we approach this once we have the plan in place ready to go to pre-submission.

Action: Rosie to find out whether 6 weeks pre-submission is affected by prudah

Action: Identify the timescale to complete the independent examination

Action: Request timescale and cost for referendum

Date of Next Meeting: Tuesday 15th November with Ian Poole focusing on vision, objectives and policies

Date of Subsequent Meeting: Tuesday 6th December, agenda to include collating the evidence