

Neighbourhood Plan Working Party

Meeting, Spencer Room

7.30pm on Monday 9th May 2018

Minutes

Those in attendance: R. Hughes, M. Inskip, L. Dupre, S. Partington, K Brownell, I. Poole (planning consultant)

Apologies: L. Stubbs, A. Marking, S. Smith

1. Review of actions from previous meeting:

Previous Action: Ian to circulate a Neighbourhood Plan which includes details of brickwork, roofing and similar features
Done (action closed).

Previous Action: Mark to provide further details on traffic and related Community Actions
Done, included in Neighbourhood Plan draft feedback (action closed).

Previous Action: Rosie to provide further details on the Sports & Recreation Working Party topics
Action closed with feedback provided to the second draft of the Neighbourhood Plan document.

Previous Action: Rosie to investigate opportunities for further grant funding to complete the Neighbourhood Plan document creation and pre-submission consultation
Rosie has identified the details of the grant funding. The Parish Council can apply for a further grant of up to £8,000 because the draft Neighbourhood Plan includes the allocations of sites for housing.

She would like to prepare an application to cover all remaining costs to complete the remaining stages of the process. Ian had already provided an earlier proposal covering many of the next steps.

Action: Ian to provide an updated proposal capturing all remaining costs to complete the Neighbourhood Plan

2. Draft Neighbourhood Plan:

The second draft of the Neighbourhood Plan had been circulated prior to the meeting and feedback captured and returned by a number of working party members. The document and this feedback was reviewed with further feedback captured during the meeting.

Shelagh has an aerial photograph of the village which shows the proximity of the old RAF Mepal airfield. There is a placeholder in the document for this photograph.

Action: Shelagh to identify owner of the aerial photograph and forward the photograph if permission can be granted to use it

Ian has created a map which shows the Development Envelope and the various sites identified in the Neighbourhood Plan. He has adjusted the development envelope to include the Mepal Road/Millfield site which now has outline planning permission.

The section of the document which addresses the designated areas still needs to be completed. Ian has photographs for each location but needs the accompanying descriptions.

Action: Shelagh to forward descriptions for the designated areas to Rosie and Ian

It would be useful to have a photograph of a lorry to illustrate the traffic section of the document.

Action: Rosie to forward a copy of a photograph of a lorry in Sutton to Ian

There may be the opportunity to include photographs of village facilities

Action: Rosie to forward photographs of village facilities to Ian

Ian will take the feedback from tonight's review and will create third draft which should be available week commencing 21 May 2018 for review. It is expected that feedback at this point will be relatively straightforward and can be done by email. He will forward the third draft to Rosie for distribution to working party members. He will also forward a copy to East Cambridgeshire District Council for review. The intention would then to create a final draft to go to the Parish Council's full council meeting in June and on to the pre-submission consultation in July.

3. Pre-submission Consultation

Once the draft Neighbourhood Plan is ready it can then go to pre-submission consultation.

To launch this stage of the process we will need to:

1. Set up a mechanism to collect online feedback
2. Create a paper feedback form for offline feedback
3. Make paper copies of the Neighbourhood Plan document available at key locations
4. Email formal consultees (East Cambs should be able to provide the list of consultees)
5. Announce consultation in a leaflet (summer newsletter) to all homes in the village

It is expected that this pre-submission consultation will run over the summer. In parallel the working party will then be able to focus on addressing the other requirements to start the independent examination stage which will follow the consultation.

Date of Next Meeting: 7.30pm at The Glebe. Monday 11th June 2018.