

Neighbourhood Plan Working Party

Meeting, Brunel Room

Monday June 20th 2016

7.30pm

Minutes

Those in attendance: L.Dupre (from 8.15pm), R. Hughes, M. Inskip, J. Megginson, K. Osborne, S. Smith, L. Stubbs, R. Wisdom

Apologies: S Partington

1. May 19th Business Forum Review

It was reported that while 89 invitation letters were sent out for this event the attendance was disappointingly low at nine. A number of businesses had communicated that while they had been unavailable to attend on the day they would be interested in communicating with us in the future regarding the Neighbourhood Plan. K.Osborne took photographs on the day

Action: L. Stubbs to collate the input and responses.

2. Linden Homes – Planning the way forward

The purpose of this discussion was to determine how we can most effectively liaise with Linden Homes going forward following their presentation at the Parish Council meeting on June 14th. It was pointed out that the report J. Megginson had produced for this occasion 'Comments and questions from Sutton Neighbourhood Plan Working Party to Linden Homes' had been handed over to them following this meeting. It was decided that the best way forward therefore at this stage would be to determine whether or not the plan as shown by Linden Homes at that meeting currently accommodates the list of needs/requirements shown at the back of the report. The outcome of this process was as follows, showing yes or no. (They will all of course require monitoring/clarification going forward).

Biodiversity

Plan Accommodates

Yes/No

- | | |
|--|------------|
| 1. Provision of extensive landscaping to north of site | yes |
| 2. Safeguarding existing biodiversity of trees and hedges, | yes |

- linking (1) to form wildlife corridors within development
3. Provision of new green space and new play areas for toddlers, juniors & youths yes
 4. Use of best practice green building techniques no
 5. Linking to footpath and cycleway network yes
 6. Provision of land for new Burial ground yes, but to propose new site
 7. Provision of land for allotments no

Built Environment & Housing

8. The site has potential to be broken down with different styles and ranges of accommodation to meet the housing needs and must include for at least 20% affordable housing and detailed mechanism for its delivery. yes, needs clarifying
9. There is scope to build on the existing community facilities to create a Village Green resource focussed on new playing fields, School and the Brooklands Centre no
10. Ensure stepped development of Local services, and safe transport & traffic links yes, needs monitoring

Business

11. Ensure provision of highest speed broadband to all no
12. Safe links by foot and cycle to all local business no
13. Consider provision of small starter business units on site
14. Expansion of larger B2/B8 businesses off site no

Local Services

15. Extension of health facilities, capacity in the local school, and provision of permanent library services will be encouraged in order to keep pace with the needs of an expanding local population. no
16. Retention of existing shops, services and facilities will be supported, and additional retail and community facilities encouraged to broaden the village's offer. no

Sport & Recreation

17. Provision of + 2 Adults football pitches + new pavilion 1st criteria Yes remainder no
18. Provision of All- weather sports pitch facility no
19. Provision of Skate Park facility no
20. Providing linking access to existing footpaths and bridleways no

Traffic & Transport

- | | | |
|---|----|----|
| 21. Undertake study of traffic generation aspects of new Development and pressure on A142 roundabout at peak travel times | no | no |
| 22. Promote links to Guided bus route at Longstanton | | no |
| 23. Ensure safe traffic flows through development and encourage pedestrian and cycle links to school and retail facilities in village | | no |

It was pointed out that Linden Homes had stated their intention to engage with the residents as the project unfolds.

3. Ian Poole's report – Review, actions

Further to the meeting with Ian Poole to brief him on the work carried out to date he had submitted a report outlining the work that now needed to be carried out in order to securely progress the Neighbourhood Plan. The meeting discussed the issues brought up and how they should be progressed. Referring to this report 'Progress Review' dated June 2016 the outcome was as follows:

Ian Poole's report references

2.2 It is noted that a specification has been produced for a neighbourhood plan website and that <http://sutton-in-the-isle.org.uk/> has pages created for the Plan but with no data. It is essential that the website is brought up-to-date as a matter of urgency and that, once "live" a link is created from the Parish Council website. Currently it is very difficult to locate background information on the neighbourhood plan.

The meeting agreed. It was pointed out that M. Inskip had prepared a Neighbourhood Plan Website proposal and this was discussed and actions outlined under next topic on the agenda.

3.8 The emerging Neighbourhood Plan will need to have regard to the potential availability of these sites and to the timetable for the production of the Local Plan. Given that one of the sites adjoins Mepal village, it might be appropriate to have discussions with Mepal parish about the potential and acceptability to allocate this site in the Neighbourhood Plan.

It was pointed out that this had been accounted for.

3.10 The next formal stage of the local plan preparation will be in the form of the publication of a second for public consultation. The June 2016 East Cambridgeshire Local Development Scheme states that this consultation is likely to take place in November / December 2016. It is considered unlikely that the proposed content of the Local Plan as it impacts upon Sutton will be shared by the District Council in advance of this date.

L. Dupre pointed out that the next draft of the local plan will be agreed by ECDC Full Council on 20 October 2016 and papers would be published as usual a week before the

meeting, around 13 October. This is likely to be the first opportunity for the parish council and the working group to see what is proposed for Sutton.

4.3 Based upon the information provided to us, it appears that the evidence to inform the Neighbourhood Plan has been sourced primarily from the October 2015 community engagement activity. We have not been able to find other records or information from, for example, the 2011 Census or school capacity and other infrastructure capacity records. We would have expected to see information on the population structure, dwelling types and sizes, household sizes and economic activity for the parish with comparators perhaps with neighbouring parishes and the district as a whole. This would enable, for example, the Working Group to understand whether there are any particular shortfalls in the sizes of dwellings, whether the age profile is markedly different compared with other local areas and whether employment trends are significantly different to comparators.

Action: Not discussed, to be logged for next meeting

4.4 We note that a considerable amount of work has been done on local biodiversity. Given the presence of the Ouse Washes SPA, SSSI and NNR, it is clear that development will need to have due regard to potential impact on these designations. However, we would also recommend that close attention is given to the environment and setting of the village itself. There are a number of listed buildings within the heart of the village, which is also a conservation area. It will be necessary to have regard to these designations and ensure that the Neighbourhood Plan does not harm the character and setting of designations. With this in mind we consider that it is important to undertake a visual assessment of the village and its environs to identify areas that should be protected from development due to the potential for a detrimental impact on the setting and character of the village as a whole. We would point to Long Compton or Ardingly or the work undertaken in Longwick in Buckinghamshire to identify village capacity. In the latter case, the village was in an AONB and needed particular attention to potential impact on it, but the work of consultants to identify important views, open spaces and trees & hedgerows has provided a solid basis upon which to determine areas for growth or restraint as illustrated below.

Action: It was agreed that this needs to take place but no specific action was agreed upon at this stage

Vision and Objectives

5.1 We have reviewed the information provided to us to provide feedback on the draft Vision and Objectives in the paragraphs that follow.

Vision

Sutton should be a Parish where the unique character is appreciated and cherished, the quality of the environment is maintained and continues to improve, the opportunities presented to all, young and old, to live and prosper continue to be enhanced and the life lead by its residents remains a healthy and happy one

5.2 As a neighbourhood plan evolves it is important to continually reflect upon the

appropriateness of the Vision and, to some extent, the objectives. The draft Vision as currently written is not necessarily place specific and could be written for many towns and villages across the UK. We would suggest that terms such as “unique character” and “quality of the environment” are reviewed in order to understand and better convey what these mean in relation to Sutton and then perhaps review the Vision with those meanings in mind. We would be happy to facilitate such a review as part of our existing commission.

Action: It was agreed to take him up on his offer to facilitate on this

Objective 1: All new development should be focused on the way it can best meet the needs of the residents of the Parish, young and old.

Commentary: We’re not sure that “young and old” adds to the objective. Meeting the needs of residents of the Parish , young and old could be seen as doing this.

Action: The meeting agreed on this

Objective 2: New housing should be delivered in a way that ensure that it is supported by essential community infrastructure and that the character of the village, in particular the central core and conservation area, is retained and, wherever possible enhanced.

Commentary: A definition of what is meant by “community infrastructure” is required, not necessarily in the objective but somewhere in the Plan. Paragraph 204 of the NPPF states that “planning obligations should only be sought where they meet all of the following tests:

- necessary to make the development acceptable in planning terms
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development."

East Cambridgeshire District Council introduced the Community Infrastructure Levy (CIL) in February 2013 with a charge of £90 per square metre for residential and £120 per square metre for retail development. Normally the village would get 15% of this for local infrastructure projects, but with a Neighbourhood Plan in place the share goes up to 25%. The parish council has already received some income from CIL.

Action: The meeting agreed on this. Terminology to be included in a Glossary section

Objective 3: Existing shops, services and community infrastructure should be protected and supported by the policies of the Plan, and development of further facilities encouraged, to ensure that Sutton remains a thriving and fully inclusive rural community.

Commentary: Notwithstanding the clarification of “community infrastructure” raised above, we have nothing to add.

Action: The meeting agreed on this

In section 6 Ian Poole made comments on the policies developed to date.

Action: Group Heads to consider comments on the policies for their Groups and to develop as necessary.

Community Actions

7.1 We have commented in the previous section that some of the policies might not be land use policies appropriate for the neighbourhood plan but that they might be actions that the community could deliver. Such actions might be supported through the allocation of Community Infrastructure Levy receipts. A number of neighbourhood plans contain community actions and their inclusion helps the community gain “ownership” of the Plan as it’s not just about town planning. It is necessary to clearly explain in the Plan that the community actions, whilst included in the Plan, do not form part of the planning policies.

Action. This comment was noted, Rosie Hughes mentioned that she already has these logged.

Consultation

8.1 An important requirement of the preparation of the Neighbourhood Plan is to demonstrate that the “qualifying body” (the Parish Council and the Working Group) has been “inclusive and open” in its preparation. Planning Practice Guidance states that the wider community should:

- Be kept fully informed of what is being proposed
- Be able to make their views known throughout the process

8.2 We note that a village survey was carried out in January 2015 to identify the aims and objectives of the Plan. Around 150 responses were received, representing a 9% response rate compared with the number of households in the parish recorded in the 2011 Census. A presentation of the results was feedback at an Open Forum event in February 2015, where the next stages of the plan preparation were also highlighted.

8.3 We have also been provided with evidence of consultation held in October 2015, January 2016 and May 2016 (businesses). There appears to be significant documentation available that has been produced for the October 2015 consultation. What we are not clear about is what form the October consultation took? It is imperative that a report of the day is produced to set out the nature of the event, an indication of how many residents took part and what the outcomes were. We have seen the Biodiversity 1st Consultation Report Oct 2015 that sets out a record of the comments received on the day. However, we have not seen recorded evidence for other topic areas. We recommend that this should be made available in order to provide an evidence trail to demonstrate how policies and proposals in the NP have evolved.

Action: It was agreed that work needs to be carried out to ensure our consultation work is appropriately logged and reported on.

9. Future work

This section of the report was not reviewed but acknowledged for future action.

4. Parish Council Newsletter - Neighbourhood Plan content

Action: J. Megginson to progress initial draft for L. Dupre to then develop.

5. Gault Day, Location, Manning, Content

Action: R.Hughes to develop card/handout for the purpose of handing out for the purpose of gaining resident emails for future consultation. Card to communicate residents have a vote.

**L.Dupre, M.Inskip, J. Megginson and K. Osborne available for handing out on the day. Times of the event 11.30am – 4pm
Saturday June 26th**

6. Website

Using the proposal developed by M.Inskip the following actions were agreed upon:

1. A welcome message explaining this is the website for Sutton's Neighbourhood Plan.

Action: M. Inskip

2. A brief explanation of Neighbourhood Plans with a link to further details, .e.g.
<http://locality.org.uk/projects/building-community/>

Action: R. Wisdom

3. A summary of the latest updates to the website

Action: J. Megginson

Headings on Home Page

These would link to other pages.

Home : Link back to Home page.

About Us: Link to page explaining the role of the Parish Council and role and members of the Neighbourhood Plan Working party.

Action: R. Hughes

History: Link to a page summarising what has happened to date. Including the Parish Council's original decision to embark on a Neighbourhood Plan, agreeing with ECDC, questionnaire in early 2014, open forum in October 2015.

Action: R. Wisdom

The Process: Link to a page with a step by step guide to the process, e.g. agree the area, engage with community to develop vision and objectives, develop plans in support of vision and objectives, further engagement to refine policies, examination by planning inspector, referendum.

Action: K. Osborne

Vision & Objectives: Link to page which lists the vision & objectives, explains how they were developed and includes a link to the Vision & Objectives document.

Action: J. Megginson

Policies:

Action: J. Megginson

Linden Homes

Action: L. Dupre

Draft Plan: Placeholder for page with details of the plan document itself.

Action: Not identified

Minutes: Link to a page with links to the Working party meeting minutes.

Action: Melissa

Consultation

Action: K. Osborne

Contact Us: Link to a page with details to contact the working party (through the Parish Council).

7. Parish Council Report back – June 28th

The draft report prepared was agreed upon.

Action: J. Megginson to present on June 28th

8. Call for Sites

It was agreed that a section of the report prepared by J. Megginson would be submitted for the Parish Council meeting for their consideration.

Action: J. Megginson to re-submit

9. Working Party working process

To be examined at next meeting.

10. Date of next meeting, July 25th, 7.30pm