

Neighbourhood Plan Working Party

Meeting, Brunel Room

Tuesday May 17th 2016

7.30pm

Minutes

Those in attendance: L.Dupre, R. Hughes, M. Inskip (chaired this meeting), J. Megginson (Minutes), K. Osborne, S. Smith, L. Stubbs,

Apologies: R.Wisdom, S Partington

1. To appoint lead member of working group.

All agreed that Richard Wisdom be appointed as Lead Member of the Working Group for next 12 months

2. Topic Area -Policy drafting – progress and consideration of each Topic area

The six Topic Area working papers in tabular form were discussed in turn. It was agreed that all completed documents should be held on line on Parish Council system. It was also agreed version control to be assured by addition of file name and date.. Consideration will be given to setting up “Drop Box” to give access to WG members to all working documents. LD forwarded definitive version of Local Services document. Mark yet to complete Traffic& Transport documentation

3. Hiring of a Planning Consultant

RH confirmed that 2nd phase of grant had been approved. This included for costs of consultant appointment. The proposal received from Ian Poole was circulated to WG members.

Agreed that RH and JM would meet with Ian Poole on May 31st 6.30 pm to discuss his input. All other WG members are invited to attend if available. Ian Poole’s proposal included for a review of progress, liaison with District Council Local Plan review team and the holding a policy development workshop.

4. May 19th Business Forum

a) Organisation of the event

RH has organised catering for day, Topic leaders (LD, LS, SS, JM, KO with RW agreed to set up displays etc from 11.00 am. RH agreed to print off papers for each Topic display board . Cheffins Machinery Auction (Paul Claydon) to provide tables and chairs for the event and to put up posters and car parking signs.

b) Topic displays agree content of each

JM has procured on loan a set of pop up blank display panels for each topic area.

The WG considered the material produced on Powerpoint for each display panel, together with early drafts of Neighbourhood Plan policies. It was agreed that a maximum of 8 x A3 sheets would be displayed for each Topic.

20 copies of all 8 slides as handouts for each topic would be reproduced on A4. RH was thanked for making final check on wording and layout before printing these.

The blank pop up display panels can be re-used on subsequent events, with suitable material printed direct onto the blank panel. The cost of printing for each panel will subsequently need to be agreed & budgeted for.

- Built Environment & Housing. The “call for sites” across the District was discussed. However the documentation is not yet publicly available and for Sutton will need to be considered in conjunction with District Council Local Plan review process.
- Biodiversity. The proposal for designation of significant Local Green Spaces has been lodged with the Local Plan review. Expanding the footpath network and progressing Local Nature Reserve creation to be included
- Business. The use of vacant commercial development land on the Elean park will be discussed at the upcoming Business Forum , together with support for small business start ups and residents working from home.
- Local Services. Retail opportunities and expansion of local services to meet housing growth were considered.
- Sport & Recreation. Noted the pressing need for expansion of playing field facilities and provision of all weather sport facilities. Expansion of access to countryside on foot and cycle.
- Traffic & Transport. Input made into Local Transport Strategy. Policy development for Neighbourhood Plan to be progressed.

Version control of each Topic Powerpoint display files will be addressed as discussed previously using consistent file nomenclature and dates.

An overall draft document setting out by topic Area Objective, issues and Draft policies will be produced by JM following the Business Forum and used for subsequent discussion with the consultant.

5. Review of Contents page of Neighbourhood Plan

An updated version of this document was agreed and is attached to the minutes.

A file structure for holding all information on the Neighbourhood Plan is in preparation (JM).

6. Timetable for 2016/7 in Sutton NP production and ongoing consultation

An updated version of this document was agreed and is attached to the minutes

Upcoming dates were briefly discussed as follows:

- May 31st. Meeting with Ian Poole. 6.30 pm The Glebe
- June 14th Parish Council Meeting. 7.30 pm The Pavilion. To be addressed by Linden Homes
- June 26th. Feast Event... possible use of NP display material
- June 28th Parish Council Meeting. Report on progress to be made by Working Group
- September 3rd Feast Event..... opportunity for ongoing consultation over NP?

7. Website Development progress

Mark reported on limited progress with NP website. More information to next meeting.

8. Any other business

n/a

9. Next Meeting

Provisional date of Tuesday 21st June was agreed. Room tbc