

## **Neighbourhood Plan Working Party**

### **Meeting, Brunel Room**

**Tuesday April 5th, 2016**

**7.30pm**

### **Minutes**

**Those in attendance: L.Dupre, R. Hughes, M. Inskip, J. Megginson, K. Osborne, S. Partington, S. Smith, L. Stubbs, R. Wisdom**

**Apologies: M. Inskip**

#### **1. Local Plan Consultation - Form C - Suggested changes to Development Envelope, Form D - Suggested Local green Spaces**

This item was on the agenda purely as an update following Parish Council modifications and submission of Form D. As regards Form C it was agreed that we should obtain copies of all the applications. Following that it is then appropriate for us to start engaging with Linden Homes

**Actions: In order to gain copies of applications,**

**R. Hughes to approach Linden Homes.**

**L. Dupre to approach ECDC**

#### **2. Neighbourhood Plan and East Cambs Draft Transport Strategy**

This item was again on the agenda purely as an update following the Parish Council meeting. Everyone was in full agreement that the submission met with resident inputs provided at the Open Day in October 2015.

#### **3. Outcome of the 2<sup>nd</sup> Consultation**

Following the analysis of the recent Consultation R.Wisdom handed over the completed forms to R.Hughes. Analysis of the Consultation showed that residents are in agreement with the Neighbourhood Plan proposals to date.

#### **4. Elean Business Park**

The meeting examined the map of Elean Business Park showing a list of applications which have either been approved or are pending consideration. It was reported that there are a total of 76 businesses in Sutton primarily those working from home. In discussion it was agreed that we need to engage with local businesses (inc Three Pillars)

and aim to make them (employers and employees) feel part of the village and the community. It was proposed that we should hold a Community Engagement event during the working week at a lunch time with refreshments provided in mid-May 2016 aimed at all businesses in Sutton. This event would ideally be held at the facility within Cheffins on the Elean Business Park. The purpose of this event would be to gain input from employers and employees on their requirements for the site which could include transport, access and facilities. It was thought that it would be useful to invite an Economic Development Officer(s) along to the event to provide useful input on the day.

It was also proposed that businesses in Sutton would require a separate policy within the Neighbourhood Plan.

**Actions:**

- **J. Megginson to contact Paul Clayden, Cheffins to request facility and date.**
- **L. Dupre to obtain up to date list of businesses.**
- **L. Stubbs to determine Economic Development Officer(s) to attend the Open Day.**
- **R. Wisdom to contact Locality to determine how many grant applications we can make – within the total £9000.**

**5. Website Development.**

R. Hughes confirmed that the transfer of the domain name had been completed. No other further developments.

**6. Hiring of a Planning Consultant**

It was reported that approaches to 2 recommended Consultants and to Cambridgeshire Acre had all been unsuccessful due to their current workload. Faced with this situation the meeting discussed how we should progress Policy Development. It was agreed that the Group Heads would aim to complete the form developed by J. Megginson for Policy Development involving the assistance of identified local individuals with the appropriate background. It was agreed that the aim was for us to have a total of around 8 policies with a further two for those that require site specific policies. R. Hogger also to be contacted (and failing that other identified Consultants) to determine availability/cost to assist us beyond this stage from June.

**Actions:**

- **J. Megginson to contact proposed contacts to ask assistance in this process for the Built Environment, Sport, Biodiversity and Traffic and Transport Groups and to report back on outcome.**
- **L. Dupre to contact proposed contact to ask for assistance in this process for the Local Services Group.**

- **L. Stubbs to contact proposed contact at ECDC for assistance in this process for the Business Group**
- **Group Heads to complete forms as best they can together with suggested policies and to submit to R. Wisdom by May 10 prior to next meeting for distribution within the Working Party.**
- **R. Wisdom to contact R. Hogger and other Consultants if necessary to determine availability/costs from June 2016.**

#### **7. Any other Business**

**Community Land Trusts.** L. Stubbs reported on CLT developments at Little Thetford and Stretham and Wilburton.

**Action: L. Stubbs to obtain update on Stretham and Wilburton CLT from Charles Roberts at ECDC by next meeting.**

**Next Meeting: Tuesday May 17<sup>th</sup>, 7.30pm, Room tba**