**Neighbourhood Plan Working Party Meeting, by Zoom**

**7.30pm on Monday 11th October 2021**

**Minutes**

**Those in attendance: R. Hughes, M. Inskip, S. Partington, I. Poole, A. Scott, B. Harker,   
L. Dupré**

**Apologies: S. Smith\***\*continuing as a local resident rather than as a councillor

1. **Biodiversity and Natural Environment**  
   1. The grass verges along Bury Lane between the road and the footpath.  
   2. The verges along Station Road beyond the 30mph limit.

Previous Action: Rosie and Alex to complete Local Green Space proformas for the two new areas identified  
Forms had been completed. These will need to be added to the existing Green Spaces document to create a new document to be submitted with the updated Neighbourhood Plan.

1. **Design Code**

A revised version of the Design Code had been received and circulated to working party members prior to the meeting. Some feedback had been provided in advance of the meeting. The various maps in the revised Design Code had still not been updated to reflect the new Sutton parish and Neighbourhood Plan boundaries. The rest of the meeting was spent further reviewing the document with a number of typos being identified along with a few more significant changes. These were all captured and collated by the Clerk who will feed them back to Aecom. It is hoped that once this feedback is incorporate the Design Code will be complete and can be shared more widely.

1. **Housing Needs Assessment**

No update (finalised document received and reviewed previously).

1. **Plan Progress**

Ian had hoped to have circulated the draft Revised Neighbourhood Plan to working party members prior to the meeting but this has not proven to be that easy as a lot needs changing to the old Plan. Instead he will initially focus on creating a first draft of the proposed policies which he aims to circulate to working members shortly.

At the next meeting the working party will review and feedback on the policies. In the meantime Ian will work on updating the main body of the plan.

**Date of Next Meeting: Monday 8 November at 7.30pm by Zoom**