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

**7.30pm on Monday 25th January 2021**

**Minutes**

**Those in attendance: R. Hughes, M. Inskip, S. Partington, L. Dupre, S. Smith, I. Poole**

**Apologies: None**

**Guest: L. Williams for item 1**

1. **Neighbourhood Plan Boundaries:**

Lorna Williams from Mepal Parish Council attended for the first agenda item of the meeting. The preference from Mepal PC is for a review of Sutton Neighbourhood Plan to be on the new parish boundaries. Requested to Mepal to discuss and agree at a full council and confirm their decision to the parish council.

Agreed to wait until we have confirmation from Mepal Parish Council before approaching East Cambs District Council to confirm boundary for review.

1. **Preparation for Neighbourhood Plan Review:**

An initial grant application has been made for £1,598 which will need to be spent by 31 March 2021 for Ian Poole’s time and for printing any literature and other admin such as website updates. Rosie has been in contact with Locality, a total of £18,000 is available to claim.

Technical support is available for a housing needs assessment for Sutton. A Housing Needs Assessment specific to Sutton Parish would be very useful as it’s specific to the parish. Examples of two Housing Needs Assessments were shared;

1. <https://holbrook.suffolk.cloud/assets/Uploads/Holbrook-Parish-Housing-Needs-Assessment-HNA.pdf>
2. <https://www.babergh.gov.uk/assets/Neighbourhood-Planning/Little-Waldingfield-NP-Hsg-Needs-Assessment.pdf>

Another useful element to have would be a Design Code which sets out design guidelines which could be hooked into the Neighbourhood Plan. Ian showed the group the Haddenham Parish Design Code and shared links to two other documents;

1. <http://greatbarton.suffolk.cloud/assets/Uploads/Design-Guidelines-Great-Barton-NP-Jan-2020.pdf>
2. <http://www.cwnpsg.onesuffolk.net/assets/Uploads/Copdock-Washbrook-Design-guidelines-Issue-1.0.pdf>

Both documents can be created effectively for ‘free’ through Locality.

*Recommendation to full council; to approach Locality to engage Aecom to create a Housing Needs Survey and to create a Design Code in preparation for the review of the Sutton Neighbourhood Plan*

The other activity which can now begin is for Ian Poole to prepare an Initial Review Report. This will review the existing plan and identify ideas for updates to existing policies or to add to new policies. The working party requested that this review should include exploring where policies could address climate change initiatives and improved biodiversity, especially given that the parish council has relatively new working parties addressing both areas. It should be possible to produce this report by the end of February.

Action: Ian Poole to create an Initial Review Report of the Neighbourhood Plan

An outline timeline was discussed with a target to complete the review of the Neighbourhood Plan by the end of the year. It is then expected that a new referendum would need to be held before the updated Neighbourhood Plan could be made.

1. **Publicising the Neighbourhood Plan Review:**

Particularly given the current COVID-19 related restrictions means of publicising and promoting the plan review. It was agreed that this could be published on the Parish Council Website and this could be promoted on social media. In addition outdoor banners could be produced for display in parts of the village. Costs could be addressed by the awarded grant,

Action: Clerk to arrange for the production of banners to promote the Neighbourhood Plan review in the village

**Date of Next Meeting: To be confirmed but likely to be early March 2021**