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

**7.30pm on Monday 26th April 2021**

**Minutes**

**Those in attendance: R. Hughes, M. Inskip, S. Partington, L. Dupre, S. Smith, I. Poole plus Ben Castell for item 1**

**Apologies: None**

1. **Design Codes**

Ben Castell from Aecom for this item. He or a colleague will be working on the Design Code document to accompany the updated Neighbourhood Plan.

There was some discussion about elements which could be included in the Design Code. It was noted that there are many different styles of development in the village, not a single dominant style. The Design Code could address topics such as car parking requirements for new developments and sustainable drainage requirements. The existing Neighbourhood Plan identified properties over one hundred years old which are in small clusters around the village. It was also recognised that views into the village are important but not significantly addressed in the existing Neighbourhood Plan. The Design Code will not address specific sites but could draw on existing policies which address specific sites.

As a next step, one of the Aecom team will visit Sutton sometime in May. We can then plan to meet up with one or two members of the working party and tour key parts of the village as part of the assessment for the Design Code.

1. **Neighbourhood Plan boundary**

Ian Poole has spoken to Ed Dade about the Neighbourhood Plan boundaries. He proposed that the Parish Council formally write to East Cambs District Council to request that the Neighbourhood Plan boundary is modified to align with revised parish boundaries. It is likely that Ed will need confirmation from Mepal, Haddenham and Witcham parish councils to confirm that they are in agreement. Mepal has already minuted that they are in agreement to revise the boundaries.  
  
**Recommendation to full council: To formally write to East Cambs District Council to request that the updated Neighbourhood Plan be based on the revised Sutton Parish boundaries.**

1. **Planning consultancy work and further grant**

Ian will provide a new quotation for all of the work required through to the end of activities to create the new plan. The Clerk will the prepare a new grant submission to Locality. Consideration was given as to whether to have a drop-in event similar to that organised for the original Neighbourhood Plan. It was agreed that this would be a good idea and should be included in the quotation and grant submission.

1. **Housing requirement**

East Cambs District Council has provided an updated indicative housing requirement for the Sutton Neighbourhood Plan area, see the relevant part of their reply;

*In October 2020 we wrote to parish councils explaining our new approach to calculating indicative housing requirements, which is principally based on the Local Plan’s growth strategy and concentrates growth mainly in Ely, Soham and Littleport, with a lesser portion of total growth distributed to the ‘rural area’.*

*Sutton falls within East Cambridgeshire’s rural area. Within the rural area, past delivery of homes, committed sites with planning permission and allocations already exceed the Local Plan requirement for the rural area.*

*As such the indicative housing requirement for Sutton Neighbourhood Area is zero. The figure of zero should be treated as applicable to the end of the Local Plan period - 2031.*

1. **Housing Needs Assessment**

The Clerk reported that she had been advised that Omar Ezzet had been assigned to complete the Housing Needs assessment. This is expected to take around one month to complete.

1. **Other Topics related to the Neighbourhood Plan Review**

The Parish Council’s Traffic & Transport working party has reviewed the Traffic & Transport section of the existing Neighbourhood Plan. The content was agreed to still be valid however it was agreed that the Community Actions should be more specific and a new longer list is being prepared by that working party which can they go to consultation.

Stan had obtained further details of the former Watergull Orchard. There were no particular rare types of apple tree.

**Date of Next Meeting: Monday 24 May at 7.30pm by Zoom**