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

**7.30pm on Monday 2nd August 2021**

**Minutes**

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

**Apologies: S. Smith**

1. **Design Code**

The working party reviewed the draft Design Code which had been received from Giuseppe Verdone of Aecom. Shelagh had already an identified a number of specific errors in the document and these had been circulated to working party members.

There was discussion of the applicability and enforceability of the Design Code. The Code will be referenced from the Neighbourhood Plan document itself, stating that planning applications should have regard to the Design Code. The NP will include a number of questions for consideration.

There was a specific question as to whether we can reduce the creation of new riparian responsibilities with new developments. This is however an issue for the Neighbourhood Plan itself rather than the Design Code.

It was felt that figures 38 to 40 were not good examples of infill and photos of better examples were needed. We will need to include a reference to a Design Policy in the NP. There is also a recently issued national design code which will need to be referenced.

After further discussion, a list of updates and corrections to the feedback on the Design Code were identified;

1. List of corrections identified and circulated by Shelagh to be addressed  
   2. Figure 12: replace the description “Modern cottages” with a more accurate description  
   3. Figures 38 to 40 would be benefit from better photographs, for example the new houses opposite Mostyn House, other photos are also needed   
   4. Figure 47: Description needs to be the Burial Ground and a better photo supplied  
   5. Figure 45: The “Gault riverside” should be updated to “The New Bedford River at The Gault”  
   6. On page 48 the “Tumbled Brickwork” photo should be updated  
   7. Also on page 48, the working party want to add a “red brick” photo, update the slate roof photo, and to update description to “coloured render” to “painted brickwork”  
   8. Finally Code 17 does not make reference to the East Cambs SPD and this should therefore be added

**Action: All working party members to provide better infill examples by Monday 9 August   
Action: Bob to provide photo genuine “tumbled brickwork”, “red brick” and “slate roof” photos to the Clerk**

1. **Housing Needs Assessment**

The Housing Needs Assessment prepared by Omar Ezzet at Aecom had been circulated to working party members at the end of June. There were no surprises in the assessment, it gives a good indication of the type of housing required. There was general agreement that this document was acceptable with some minor corrections.

Most significantly Figure 2-2-1: Map of the Sutton Neighbourhood Plan area1 needs to be updated as it shows the Sutton in Central Bedfordshire. Also paragraph 156 has a reference to EDCD instead of ECDC. These corrections will be fed back.

1. **Consultation and Leaflets**

The working party had been looking to put something into Summer Newsletter regarding the consultation but at this point there is still significant work to be done first. In addition, the Party in the Park event at the start of September has been cancelled. It had been planned to have a stall at this event. It was agreed that it would be better to instead plan on a leaflet drop later, probably early autumn.

1. **Traffic and Transport – Mark circulated**

The Parish Council’s Traffic & Transport working party proposed updates to the Traffic & Transport chapter of the Neighbourhood Plan had been circulated to working party members.

1. **Sports & Recreation – Mark to circulate**

The Parish Council’s Sports & Recreation working party has now reviewed the Sport, Recreation and Leisure chapter. Their feedback will be circulated to NP working party members.

**Date of Next Meeting: Monday 6 September at 7.30pm by Zoom**