

Sutton Neighbourhood Plan



Steering Committee Meeting 24

26th November 2020

Minutes of Meeting

(held online via videoconference at 7:30pm)

Attendees:		Apologies:	
Darren Brooker (DJB)	Chair	Chris Brown (ChB)	Committee Member
Mike Kingdon (MiK)	Vice-chair		
Stefan Senger (SS)	Committee Member		
Helen Kapur (HK)	Committee Member		
Briony Giddings (BG)	Committee Member		
Libby Gardner (EG)	Committee Member		
Claire Brooker (CMB)	Note-taker		
Sally Chapman	Visitor (Planning Consultant) <i>(between 8pm and 9pm only)</i>		

1. Apologies for Absence

Apologies from Chris.

2. Declaration of Interests (other than residence in Sutton)

No new declarations.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 23 of 29th October 2020 agreed by all present and signed by the Chair.

4. Matters Arising from Previous Meetings

Previous Action 23.5.a1: Briony to update Tracker with items that the Chair has highlighted via email. **Completed.**

Previous Action 23.6.a1: Darren to send a purchase order to our Planning Consultant for one additional day of time to advise on dealing with the technical responses. **Completed.**

Previous Action 23.6.b1: Darren to produce a table of all comments, and then detail against each comment the agreed action to be taken and send to our Planning Consultant for review and completion of remaining points. **Completed.**

5. Financial Update and Approvals

a. Current Financial Status and Forecast

Briony had updated the Tracker, and the Chair had emailed the updated Tracker to all Committee members.

When taking all expenditure into account (including items listed as “possible future expenses” which would mainly be incurred in the next financial year) against all grants and budgeted funds that the Parish Council has allocate specifically for neighbourhood plan purposes, then there is a net deficit of about £73 on the Tracker. However, Darren explained that he thought that two expenditure items on the Tracker (“LCN.com” £33.42; and “Wix.com – web site hosting” £102) had already been budgeted for separately in the Parish Council budget, and should not need Neighbourhood Plan Tracker funds allocated to them.

Action 24.5.a1: Darren to check with the Parish Council clerk on whether the Parish Council had already budgeted for two items (“LCN.com” £33.42; and “Wix.com – web site hosting” £102) separately under the Parish Council 2020/21 budget, and so does not need funds allocated from the Neighbourhood Plan Tracker.

All **agreed** that subject to Parish Council funding it for next year, then the next web-site (Wix.com) expenditure of £102 is approved by the NP Committee.

The £75 expenditure item from over 2 years ago has not been claimed. All present at the meeting **agreed** that this item can be taken out of our accounting and removed from the Tracker.

Mike stated that he had incurred £9.50 at the Bedfordshire Records Office whilst carrying out searches for information on Pegnut Wood for the Plan. This needed to be added to the Tracker too.

Darren stated that there is £1,000 of potential Basic Grant funding (as well as £8,000 Additional Grant) that we are eligible for. This could still be applied for as an extension to the current Locality grant we have been using, but we may have to close the current grant in order to apply for more funds from Locality, which would take time. Also, there is a minimum amount you can apply for on a grant application, and the funding being applied for has to be fully covered on the application. It was discussed at the meeting whether we could ask the Parish Council if we could spend some of their allocated funds if necessary.

Darren also stated that our Planning Consultant had just informed him that she only has 4½ hours of her time on her current purchase order left, which was not enough for her to complete the Basic Conditions Statement. This means we need more budgeted funds if we want our Planning Consultant to complete this particular task. The other options we have is for someone on the Committee to do the Basic

Conditions Statement and possibly just get The Planning Consultant to check it, the problem is that preparing the Basic Conditions Statement is very time consuming especially for someone who has not done this before (the detailed knowledge of the Local Plans, retained and emerging, and of the NPPF really help speed this up) – our consultant has done this task for other Neighbourhood Plans and so would carry it out more quickly and effectively.

Action 24.5.a2: Darren to check the budget situation with the parish clerk, in respect of the allocation from parish reserves.

All **agreed** that it was preferable to have the additional £1,000 Locality grant funding which could be applied for, so long as we could receive this funding relatively quickly, this could cover the additional hours of work required for the Planning Consultant to do the Basic Conditions Statement and support with Reg. 16 and examination technical queries, and also not have to use Parish Council funds at this stage.

Action 24.5.a3: Darren to contact Locality to find out whether we can apply for the £1,000 additional Locality funding quickly without having to close the current grant down.

b. Update on budget for 2020/2021

The Tracker spreadsheet was shared online.

6. Current Status, Progress and Key Next Steps for Sutton Neighbourhood Plan

a. Regulation 14 Consultation – Processing of Comments/Feedback

Our Planning Consultant (Sally Chapman) joined the meeting at 8pm. Sally had already spent time going through the technical feedback from the Regulation 14 consultation, using and updating the spreadsheet of feedback comments that Darren had put together. During the meeting we went through each of these technical comments that Sally had reviewed, and the spreadsheet was presented and further updated as appropriate. The key points discussed were as follows:

Drainage and Hydrology – Sally had attempted to respond to CBC's and Anglian Water's comments on this but would like Mike to check her comments. Mike will look at these and amend the relevant part of the Background Evidence Report as appropriate. Cambridgeshire County Council and Anglian Water had not provided comments or suggest changes.

Action 24.6.a1: Mike to review Sally's responses to the Reg 14 comments on Drainage/Hydrology in the spreadsheet.

Important Green Gaps – One of the landowners had commented during the Reg 14 consultation that the proposed Important Green Gaps did not align with physical features on the ground. Sally advised that it did not need to, but Planners prefer it to be and it is more clear-cut. Darren had since put together a map with notations and markings showing natural features (e.g. water courses, hedgerows etc.) where the boundary of the Important Green Gaps did align to, and provided some suggested changes where alignment didn't already exist. All **agreed** to make the changes to the Important Green Gaps as suggested.

The detail of the alignment of the Important Green Gaps can be put into the Background Evidence Report. Sally advised that this 'hand-edited' map should be sufficient, though a few more comments on the map could be useful. This would be need for Reg 15 as the landowner is likely to comment again in Reg 16, and also to show the Examiner the comment has been responded to appropriately. Sally also advised that the in part 2 of the Background Evidence Report, the wildlife corridors are referred to when mentioning the Important Green Gaps - in part 2 we should also mention and make reference to Part 3 for the further evidence for the Important Green Gaps. Both these parts of the Background Evidence Report need to be adjusted aligned to make all the reasons clear for the Important Green Gaps.

Action 24.6.a2: Darren to review Part 3 of the Background Evidence Report in light of the Important Green Gaps and add a cross-reference to the Important Green Gap information in Background Evidence Part 3 within the appropriate section of Background Evidence Report Part 2. Mike and Darren to have a Zoom meeting to discuss part 2 and part 3 of the Background Evidence Report, Mike has already produced changes to this document and waiting for Darren to review.

Other responses that Sally has produced to Reg 14 technical comments were discussed in the meeting. Examples were the slight re-wording in policy RC5 concerning Agriculture, buffer zones near watercourse changed from 12m to 9m etc. These were all detailed in the Regulation 14 Comments spreadsheet. In terms of policies, it is okay so long as it does not conflict with the Local Plan or National Policy. Generally, the comments were deemed as being helpful and could easily be dealt with. Sally advised that the spreadsheet could possibly be re-ordered to make it easier to follow for the Examiner – but the Examiner may only need this if someone comments again in Reg 15.

Sally left the meeting at 9pm.

b. Update to documents

I. Main Neighbourhood Plan document

Action 24.6.b1: Darren to go through main document and incorporate changes discussed in this meeting, as per the spreadsheet covering our responses to the Reg 14 comments.

II. Green Infrastructure Plan

In the previous meeting (23) it was agreed that the School Playing Field would be taken out of the list of proposed Local Green Spaces in Policy RC9 due to feedback from Reg 14. Bedfordshire Rural Communities Charity (BRCC) have now modified the Green Infrastructure Plan to reflect this, as well as the other changes resulting from the Reg. 14 feedback.

III. Background Evidence Reports

As discussed above, Mike is to review part 2, and Darren is to review part 3. Mike and Darren to have a Zoom meeting to discuss.

Mike also commented that the greenkeeper at the Golf Course had been very helpful. Mike also informed us that someone had separately queried the Wildlife Survey results as there was one duplication, which will be corrected. There were 72 different species of birds spotted this year.

Action 24.6.b2: Mike and Darren to have a Zoom meeting to discuss part 2 and part 3 of the Background Evidence Report.

IV. Consultation Statement

Helen has been working on this. Most of the narrative bit done, further updates done include Wildlife Survey, Photos, Reg 14 Spreadsheet (ongoing), recent letters sent out. Helen to finish this very soon.

Action 24.6.b3: Helen to complete Consultation Report. Helen to have a Zoom meeting with Darren to discuss.

c. Basic Conditions Statement

The Basic Conditions Statement was to be completed by our Planning Consultant. But as already discussed in agenda item 5a above, our consultant said that this would take more than 4 ½ hours that she still has left on the current purchase order. It could possibly be done by another member on the committee but it would be very time consuming, and our Consultant has more experience in this work, better knowledge of the Local Plans (retained and emerging) and of the National Planning Policy Framework (NPPF) and hence would be far more effective.

Action 24.6.c1: Darren to talk to our Planning Consultant the next day to discuss what is involved with this piece of work, and how we could deal with financing it.

d. Plan Health Check

This has been applied for as a free of charge Locality Tech Support package. This would be the last task before submitting all documentation to CBC for Regulation 15 Consultation.

e. Regulation 15 Submission

Once the Plan Health Check has been done, then formal approval from the Steering Committee and the Parish Council is sought before all documentation can be submitted to CBC to progress this stage.

7. Any Other Business

a. Biggleswade Neighbourhood Plan

Darren was asked by the Biggleswade Town Council to attend a Biggleswade Neighbourhood Plan Meeting. He has been asked to join the group, and he has agreed to attend for the short term. The parish council is aware and has agreed.

8. Date and Arrangements for Next Meeting

There being no further business, the meeting closed at 9:30pm.

Next steering committee meeting is **Thursday 9th December 2020**.

Signed Chair

Dated.....