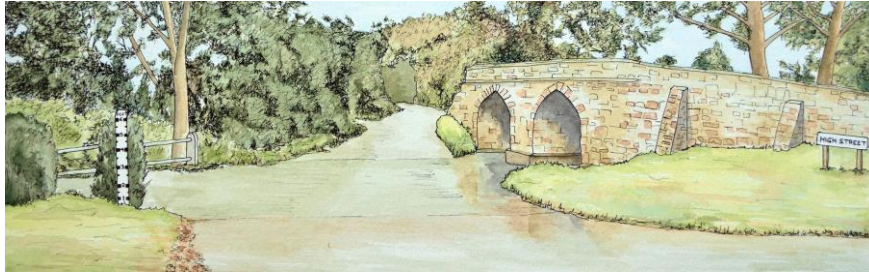


Sutton Neighbourhood Plan



Steering Committee Meeting 11

13th August 2019

Minutes of Meeting

(held at Garth House, Church Road at 7:30pm)

Attendees:		Apologies:	
Darren Brooker (DJB)	Chair	Mike Kingdon (MiK)	Vice-chair
Libby Gardner (EG)	Committee Member	Chris Brown (ChB)	Committee Member
Briony Giddings (BG)	Committee Member		
Helen Kapur (HK)	Committee Member		
Stefan Senger (SS)	Committee Member		
Claire Brooker (CMB)	Note-taker		

1. Apologies for Absence

Apologies from **Mike** and **Chris**.

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

None, other than those previously declared.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 10 of 27th June 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 09.6.c1: Darren and Helen to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover. **Ongoing.**

Previous Action 10.5.a1: Darren to check what is involved with pre-referendum consultations so that future costs can be estimated for the Tracker. **Ongoing.**

Previous Action 10.5.a2: Darren to contact BRCC to get estimated costs for getting someone for a day or two to review our plan policies with us.

BRCC have said that they do not offer this kind of service themselves. We have found out that other Neighbourhood Plan groups have used a private planning consultant – Sally Chapman – who had previously worked in the planning department at CBC, but now works as a private consultant specialising in neighbourhood plans. **Completed.**

Previous Action 10.5.b1: Darren to check what the maximum allowable remaining amount would be, in order to forgo having to send the remaining amount back to Locality, and be able to formally close the grant with Locality.

It's £25, but this issue is now immaterial as the remaining amount had to be put towards another two months of surveymonkey fees, to allow the non-resident landowners to complete the general questionnaire online if they wish. **Completed.**

Previous Action 10.5.c1: Darren to raise another grant request once the costs of the planning policy advisor/consultant are known. **Ongoing.**

Previous Action 10.6.a1: All to review the Green Infrastructure Plan draft document and provide comments either by tracking changes in the document on the Google drive, or by email to Darren. Darren will re-send the GI plan out to everyone – comments needed by everyone by 20th Aug, so Darren can email onto BRCC for final confirmation, so that the final GI document can be sent to the Sutton Parish Council well before the next parish council meeting on 9th September for approval by parish council. **Ongoing.**

Previous Action 10.6.e1: Mike to contact landowners (via their agents if necessary) that are not resident in the parish to invite them to partake in the general questionnaire. A record also needs to be kept of what contact was made and if they said that they would not respond. This ensures the committee fulfils their obligation to seek the views of landowners (as well as residents that have already been approached) in the parish in the NP process. **Completed.**

Previous Action 10.6.f1: Darren to formally close the grant with Locality. **Completed.**

5. Financial Update and Approvals

a. Current financial status and forecast

Two additional months charges (2 x £29.17 excl. VAT) for surveymonkey for non-resident landowners to complete general questionnaire online if they so wish.

b. Grant Funding Status

All previous grant money spent – closure report now sent to Locality.

c. Other orders / purchases required

Order still needs to be placed with BRCC for Green Space (phase 2) assessments, ideally from more grant money, but what else needs to be included on the next grant application to Locality still needs to be ascertained. See previous ongoing action **10.5.c1** above.

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

a. Green Infrastructure Plan

Darren had previously sent out the draft Green Infrastructure Plan to all the committee members which BRCC had produced. **Darren** will re-send the GI plan out to everyone – comments needed from everyone by 20th Aug, so Darren can email onto BRCC for final confirmation, so that the final GI document can be sent to the Sutton Parish Council well before the next parish council meeting on 9th September for approval by parish council.

All committee members **agreed** that the Parish Council should be approached to adopt the GI plan.

Any more additional information that could be added to the plan was discussed at the meeting, and **Darren** volunteered to ask Steve (groundsman at John O' Gaunt Golf Club) for any useful information concerning wildlife and habitats which could also be put into the GI Plan.

Action 11.6.a1: Darren to ask Steve (groundsman at Golf Club) for any useful information concerning wildlife and habitats which could be added to the GI Plan.

Darren had a concern relating to how Crow Grove was designated in the maps provided by BRCC in their GI Plan (it appears on the historic map as ancient woodland, but not the biodiversity map, which has a specific key item of ancient woodland).

Action 11.6.a2: Darren clarify with BRCC why Crow Grove (ancient woodland) is missing from the biodiversity map within the GI Plan.

b. General Questionnaire Analysis

The General Questionnaire was made available to the non-resident landowners to complete, to ensure that those who are not resident in the parish (and thus had not been approached during the previous round of the general questionnaire) had the chance to give their opinion.

Two landowners responded to the questionnaire. A record of how the landowners were approached will be included in the NP document.

Now all the analysis has been completed, this will be fed into the policies of the NP document.

c. Flower Festival Feedback and Analysis

Mike has finished the analysis of the visitor questionnaires from the Flower Festival. **Darren** to upload the results onto Google Drive and email out to the committee. Many thanks to **Mike** for all his effort on this item of work.

d. Support from Locality

I. Design (page 19 of guide)

Ongoing action **09.6.c1: Darren** and **Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover.

II. Evidence Based Policy Development (pages 12/13 of guide)

Ongoing action **09.6.c1: Darren** and **Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover.

III. Anything else?

Nothing at this time.

e. Land Ownership

Mike has now a current list of landowners within the parish. The NP Steering committee need to be mindful that this could change in the future, and consider this during future consultations.

f. Grant Closure Report

Darren has submitted the grant closure report.

g. Writing the Neighbourhood Plan documents

Ongoing - **Helen** and **Darren** to continue to progress.

Following suggestions by others, **Darren** has been in touch with Sally Chapman – a respected planning consultant – who has been involved with neighbourhood planning for a number of years. **Darren** circulated an email to the committee members relating to her charges. The committee **agreed** that **Darren** could follow up to firm up prices and options for professional services to help finalise our neighbourhood plan.

Action 11.6.g1: Darren to follow up with Sally Chapman (planning consultant) relating to prices and options for professional services to help finalise our neighbourhood plan.

7. Future Activities

a. Continuing writing neighbourhood plan document

Ongoing

b. Agree Policy Areas and wording

No update

8. Any Other Business

None

There being no further business, the meeting closed at 8:35pm.

Next steering committee meeting is **Thursday 3rd October 2019 at 7:30pm**

Signed Chair Dated.....