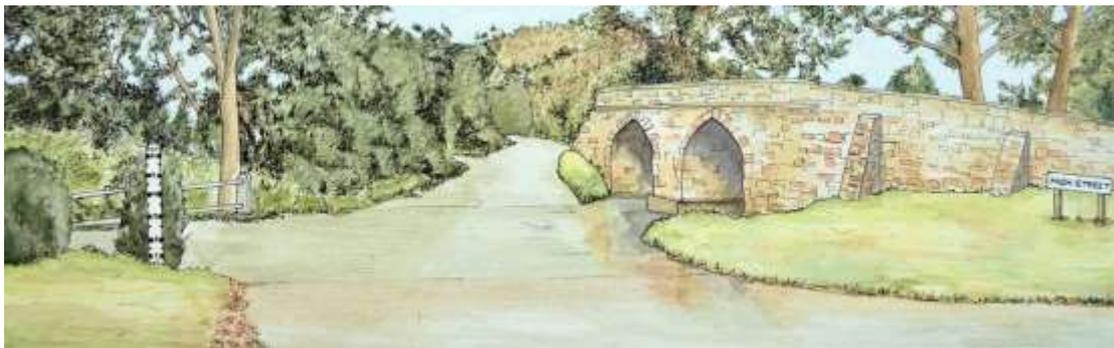


# Sutton Neighbourhood Plan



## Consultation Report

### Appendix CR7

## Parish Council Meeting Reports

[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

[www.suttonneighbourhoodplan.uk](http://www.suttonneighbourhoodplan.uk)

<http://facebook.com/suttonneighbourhoodplan>

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# Sutton Parish Council – Sutton Neighbourhood Plan

## September 2018

### Progress:

- Formal approval (decision notice) issued by Central Bedfordshire Council on 8<sup>th</sup> August 2018, confirming Sutton Parish Council is the relevant body and that the designated area is Sutton parish.



- Open meeting held to gather initial input and ideas on 16<sup>th</sup> August 2018, well attended with around 40 participants.



- Steering Committee established, currently six confirmed members, with five additional prospects.
- High level process and approach agreed:



### **Decisions Required:**

1. Approval of the draft terms of reference, dated 25<sup>th</sup> August 2018.
2. Approval for an initial budget of £1,000 to be allocated for the neighbourhood plan, to cover various set-up items, including the establishment of a web site for Sutton Neighbourhood Plan.

Darren Brooker

Chair, Sutton Neighbourhood Plan Steering Committee

[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

# **Sutton Parish Council – Sutton Neighbourhood Plan**

**November 2018**

## **Progress:**

- Steering Committee currently consists of:
  - Darren Brooker
  - Mike Kingdon
  - Stefan Singer
  - Libby Gardner
  - Briony Giddings
  - Chris Brown
  - Helen Kapur
  
- Main focus of activities over the past weeks has been drafting the questionnaire and researching land ownership (for consultation purposes). There is still quite a bit of work to do.
  
- Costs have been received from BRCC (recommended by CBC) for the:
  - Housing Needs Survey: £1,350 + VAT
  - Green Infrastructure Plan: £3,500 + VAT
  - Local Green Space Assessment £500 + VAT (with G.I.P.)

## **Decisions Required:**

1. Approval to submit the first grant application to cover the costs of the neighbourhood plan, of which the above are major items.

Darren Brooker

Chair, Sutton Neighbourhood Plan Steering Committee

[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

# Sutton Parish Council – Sutton Neighbourhood Plan

## January 2019

- Steering Committee remains unchanged:

Darren Brooker (Chair)	Briony Giddings
Mike Kingdon (Vice-chair)	Chris Brown
Stefan Singer	Helen Kapur
Libby Gardner	
  
- Significant progress since the last meeting:
  - First grant application made and grant of £6,034 received
  - Newsletter/update delivered to all households
  - Christmas ‘Walk & Talk’ event held on 28<sup>th</sup> December 2018
  - Web site available: [www.suttonneighbourhoodplan.uk](http://www.suttonneighbourhoodplan.uk)
  - Facebook available: [www.facebook.com/suttonneighbourhoodplan](http://www.facebook.com/suttonneighbourhoodplan)
  - Order placed with BRCC for Housing Needs Survey for £1,350 + VAT
  - Housing Needs Survey to be issued and commence imminently
  - Order placed with BRCC for Green Infrastructure Plan for £3,500 + VAT
  - General questionnaire further refinement (near final version)
  
- Next steps:
  - Green Infrastructure Plan - 1<sup>st</sup> workshop (public): 4<sup>th</sup> February 2019, 7.30pm
  - Green Infrastructure Plan - drop in (public): 2<sup>nd</sup> March 2019, 10am
  - Green Infrastructure Plan - 2<sup>nd</sup> workshop (public): 26<sup>th</sup> March 2019, 7.30pm
  - General Questionnaire: March 2019 (after Housing Needs Survey has closed)
  - Review analysis of Housing Needs Survey

*We would very much value attendance/support from the parish councillors at the forthcoming Green Infrastructure events (dates listed above).*

A special thank you to the Parish Clerk for his prompt and professional support in relation to the grant and seeking council approval for placing of orders.

Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee  
[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

# Sutton Parish Council – Sutton Neighbourhood Plan

## March 2019

- Steering Committee remains unchanged:

Darren Brooker (Chair)	Briony Giddings
Mike Kingdon (Vice-chair)	Chris Brown
Stefan Singer	Helen Kapur
Libby Gardner	
  
- Progress since the last meeting:
  - Housing Needs Survey completed (47 responses)
  - Newsletter/update delivered to all households
  - Green Infrastructure Plan 1<sup>st</sup> workshop and drop-in sessions held
  - General questionnaire issued and underway
  
- Next steps:
  - Green Infrastructure Plan - 2<sup>nd</sup> workshop (public): 26<sup>th</sup> March 2019, 7.30pm
  - General Questionnaire: Closes 31<sup>st</sup> March 2019
  - Review analysis of Housing Needs Survey (report due mid-March)
  - Review of Green Infrastructure Plan (final report due in April)
  - Analysis of General Questionnaire responses

### Finance:

A Financial Tracker is attached. Figures exclude VAT where this can/should be reclaimed.

Our grant funding was £6,034.00, with a further £252.00 from fund raising. Total income: £6,286.00.

We forecast our total 2018/19 expenditure to be: £6,128.74 *There may be some minor variances when final invoices arrive due to Freepost return costs which have been estimated.*

A further grant application is expected to be made in 2019/20 once we have agreed our next steps following the analysis of our General Questionnaire, of the Green Infrastructure Plan and the Housing Needs Survey.

### Decision Required:

- To roll-over/allocate a budget of £1,000 (from reserves and balance of funds raised) for 2019/2020.

A further thank you to the Parish Clerk for his prompt and professional support.

Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee  
[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

# **Sutton Parish Council – Sutton Neighbourhood Plan**

## **May 2019**

- Steering Committee remains unchanged:

Darren Brooker (Chair)	Briony Giddings
Mike Kingdon (Vice-chair)	Chris Brown
Stefan Singer	Helen Kapur
Libby Gardner	
  
- Progress since the last meeting:
  - Green Infrastructure Plan workshops completed, awaiting completed document.
  - Housing Needs Survey report (redacted version) published on web site.
  - General Questionnaire Survey closed – 126 responses in total (~53%), now all entered into electronic form, simple analysis completed (small sample attached) and detailed analysis now underway.
  - First steering group workshop held to start to write the neighbourhood plan.
  
- Next steps:
  - Review of Green Infrastructure Plan (final report awaited)
  - Detailed analysis of General Questionnaire responses
  - Commence the writing of the detail of the draft plan
  - Formal grant closure report to be written and submitted

Finance:

Our grant funding of £6,034.00 has now been fully spent.

A further grant application is expected to be made once we have agreed our next steps following the analysis of our General Questionnaire, of the Green Infrastructure Plan and the Housing Needs Survey.

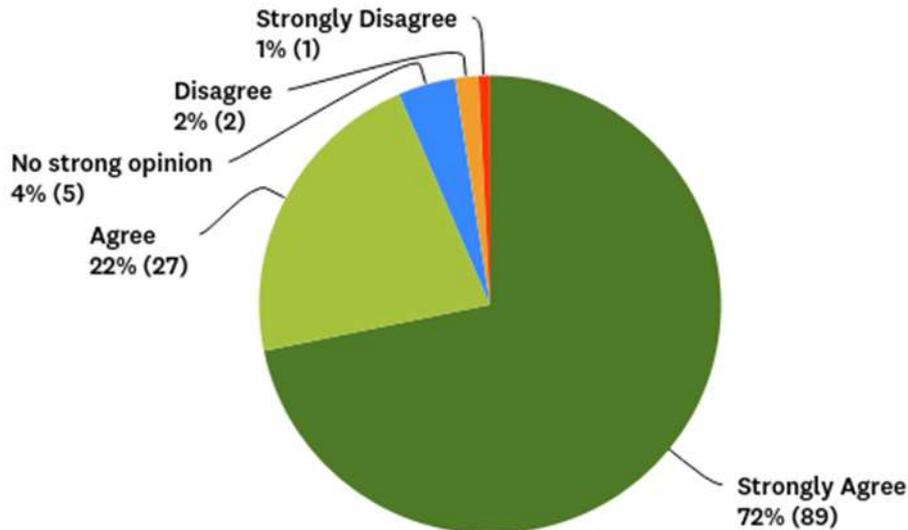
Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee  
[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

Two examples of the General Questionnaire survey data, currently being analysed.

**Draft Vision:**

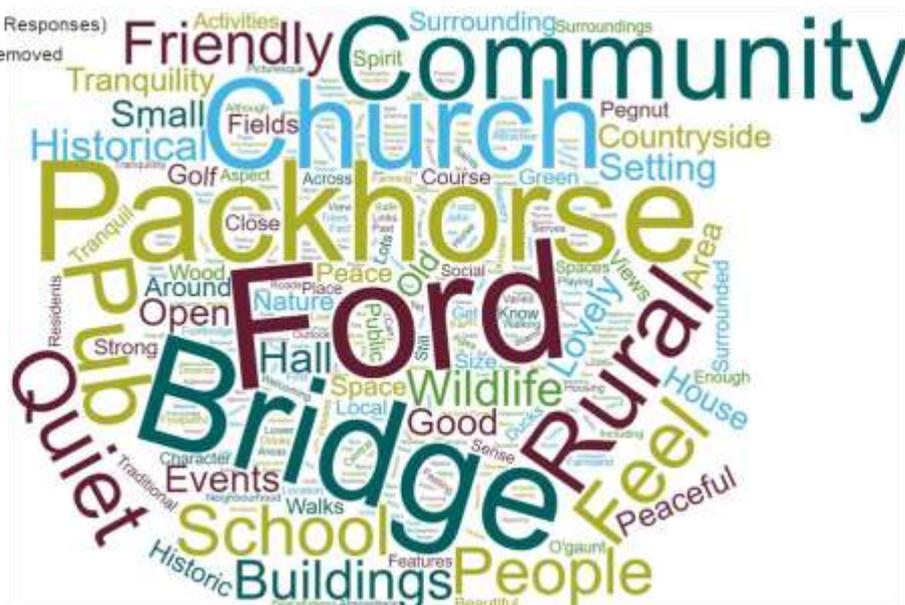
*“Sutton parish (Bedfordshire) will maintain its character and rural identity; it will protect and enhance its natural and historic environment whilst offering its residents suitable and affordable housing as well as encouraging sustainable local businesses to thrive within its area. Sutton parish will value its tranquil and recreational setting. Parishioners of all ages will feel safe, be proud to live in Sutton and will be able to live a sustainable, healthy and active lifestyle.”*

**Q1: Do you agree with the above draft vision for Sutton?**



**Q4: What are your three favourite things about Sutton?**

Combined Word Cloud (291 Responses)  
Words "Sutton" & "Village" removed



Top Words:

53	Ford
50	Bridge
37	Village
37	Packhorse
26	Church
25	Community
23	Rural
19	Pub
16	Quiet
16	Feel
14	School
13	People
11	Friendly
11	Sutton
10	Buildings
10	Wildlife
8	Historical
8	Hall
7	Setting
7	Events
7	Lovely
7	Small
7	Good
7	Open
6	Tranquility
6	Countryside
6	Peaceful
6	House
6	Area
6	Old

# **Sutton Parish Council – Sutton Neighbourhood Plan**

## **July 2019**

- Steering Committee remains unchanged:

Darren Brooker (Chair)	Briony Giddings
Mike Kingdon (Vice-chair)	Chris Brown
Stefan Senger	Helen Kapur
Libby Gardner	
  
- Progress since the last meeting:
  - Further work to refine and finalise the green infrastructure plan, draft version being reviewed by steering committee;
  - Analysis of general questionnaire completed;
  - Writing of the draft neighbourhood plan document has commenced (there is still a lot to do);
  - Stall at Sutton Flower Festival to continue with public engagement went well – Green Infrastructure Plan was the primary focus, material is now on the noticeboard in the Village Hall.
  
- Next steps:
  - Grant closure report to be submitted;
  - Carry out stage 2 local green space assessments and finalise green infrastructure plan at a cost of £500;
  - Finalise Green Infrastructure Plan - currently expect to present Green Infrastructure Plan to Parish Council for endorsement and formal adoption at their September meeting;
  - Continue writing the detail of the draft neighbourhood plan;
  - Discussion with Locality on next steps, including whether to use their “design” packages and evidence-based policy development packages;
  - Land owner questionnaire and engagement (where non-resident).

### Finance:

We have spent £6,013.98 of our grant funding of £6,034.00. A financial tracker is attached.

A further grant application is expected to be made later in the year, once we have agreed our next steps.

Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee  
[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

# Sutton Parish Council – Sutton Neighbourhood Plan

## September 2019

- Steering Committee remains unchanged:

Darren Brooker (Chair)	Briony Giddings
Mike Kingdon (Vice-chair)	Chris Brown
Stefan Senger	Helen Kapur
Libby Gardner	
  
- Progress since the last meeting:
  - Progress has been limited over the summer due to holidays;
  - Land Owner (non-resident) questionnaire completed;
  - Grant closure report submitted;
  - Reviewed budget position to complete the Neighbourhood Plan up to referendum stage;
  - Further refinements to the green infrastructure plan, draft version reviewed by steering committee – now awaiting final version.
  
- Next steps:
  - Attend Biggleswade Town Council Neighbourhood Planning Workshop on 18<sup>th</sup> September 2019;
  - Finalise Green Infrastructure Plan – now expect to present Green Infrastructure Plan to Parish Council for endorsement and formal adoption at their November meeting;
  - Continue writing the detail of the draft neighbourhood plan;
  - Apply for next tranche of grant funding;
  - Engage a planning consultant to advise on policy wording, review the draft neighbourhood plan and provide the ‘Basic Conditions Statement for Regulation 16 stage’;
  - Discussion with Locality on next steps, including whether to use their ‘design’ and ‘evidence-based policy development’ packages.

Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee  
[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

# Sutton Parish Council – Sutton Neighbourhood Plan

## November 2019

- Steering Committee remains unchanged:

Darren Brooker (Chair)	Briony Giddings
Mike Kingdon (Vice-chair)	Chris Brown
Stefan Senger	Helen Kapur
Libby Gardner	
- Progress since the last meeting:
  - Green Infrastructure Plan completed, following provision of additional material and evidence to support the designation of sites as Local Green Spaces. Green Infrastructure Plan now awaiting parish council approval
  - Second grant application made successfully and £2,966 paid into parish council bank
  - Application for 2 x Technical Support packages made and both are now awaiting central government approval:
    - Design Codes
    - Evidence Base and Policy Development (this submission was initially rejected, but is now progressing after providing further evidence – they didn't believe we were as far advanced as we are!)
  - First draft of main neighbourhood plan document well underway
  - Revised financial update attached
- Next steps:
  - Update flyer being delivered to all households in the next few days
  - Parishioners update session scheduled for 7.30pm on Tuesday 19<sup>th</sup> November in Sutton Village Hall, covering:
    - General update on progress
    - General Questionnaire results
    - Green Infrastructure Plan
  - Continue writing the detail of the draft neighbourhood plan;
  - Engage a planning consultant to advise on policy wording, review the draft neighbourhood plan and (possibly) provide the 'Basic Conditions Statement for Regulation 16 stage';
  - Awaiting outcome of applications for Technical Support packages

Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee  
[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

# Sutton Parish Council – Sutton Neighbourhood Plan

## January 2020

- Steering Committee remains unchanged:

Darren Brooker (Chair)	Briony Giddings
Mike Kingdon (Vice-chair)	Chris Brown
Stefan Senger	Helen Kapur
Libby Gardner	
  
- Progress since the last meeting:
  - Parishioners update session held at 7.30pm on Tuesday 19<sup>th</sup> November in Sutton Village Hall, covering:
    - General update on progress
    - General Questionnaire results
    - Green Infrastructure Plan
  - First meeting held with Planning Consultant, Sally Chapman
  - Application for 2 x Technical Support packages made and both are STILL awaiting central government approval:
    - Design Codes
    - Evidence Base and Policy Development
  
- Next steps:
  - Finish writing the first draft of the Neighbourhood Plan
  - Compile Background Evidence Report
  - Compile Consultation Report (Consultation Methodology and Questionnaire Results)
  - Prepare Draft Zoning / Design Guides

Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee  
[info@suttonneighbourhoodplan.uk](mailto:info@suttonneighbourhoodplan.uk)

# Sutton Parish Council – Sutton Neighbourhood Plan

## March 2020

- Steering Committee remains unchanged:

Darren Brooker (Chair)  
Mike Kingdon (Vice-chair)  
Stefan Senger  
Libby Gardner

Briony Giddings  
Chris Brown  
Helen Kapur

- Progress since the last meeting:

- First draft of the main neighbourhood plan document completed and now being reviewed – comments due back by 10<sup>th</sup> March 2020
- Work commenced on the Design Codes technical support package; site meeting held with AECOM (Locality consultants) and land owner
- Application for 1 x Technical Support package is still awaiting central government approval:
  - Evidence Base and Policy Development
- Meeting held with CBC Neighbourhood Planning officer – CBC to start work on Strategic Environmental Assessment (SEA). Agreed revised outline timescales for next steps (see attached) – our aspiration is to get to referendum stage in November/December this year (but this is dependent upon tight timescales being met and the volume/impact of consultation feedback)
- Work on Consultation Report started (Consultation Methodology and Questionnaire Results)
- Work on Background Evidence Report commenced, including wildlife survey

- Next steps:

- Review feedback from first draft of main neighbourhood plan document
- Continue to compile Background Evidence Report
- Continue to compile Consultation Report
- Prepare for Regulation 14 Consultation

Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee

# Sutton Parish Council – Sutton Neighbourhood Plan

## May 2020

- Steering Committee remains unchanged:
  - Darren Brooker (Chair)
  - Mike Kingdon (Vice-chair)
  - Stefan Senger
  - Libby Gardner
  - Briony Giddings
  - Chris Brown
  - Helen Kapur
- Progress since the last meeting:
  - Central Bedfordshire Council completed the Strategic Environment Assessment (SEA) of the draft of Sutton Neighbourhood Plan with input from Natural England, Historic England and the Environment Agency. CBC issued their determination on 2<sup>nd</sup> April 2020 that the Sutton Neighbourhood Plan does not require a Strategic Environmental Assessment under Section 9 of the SEA Regulations 2004. The report can be found here:  
[https://www.centralbedfordshire.gov.uk/info/45/planning\\_policy/473/neighbourhood\\_planning/3](https://www.centralbedfordshire.gov.uk/info/45/planning_policy/473/neighbourhood_planning/3)
  - The End of Grant Report for 2019/20 has been submitted, and unused funds of £1,378.76 returned (we did not use all of our consultant's time due to central Government (MHCLG) delays in approving our Design Codes technical support package which was caused by the December 2019 election).
  - Covid-19 restrictions mean we now cannot commence our Regulation 14 (public) consultation at the moment, the primary reason for this is the statutory requirement to deposit a copy of the documents in the libraries which are currently closed. It is also normal to hold drop-in sessions during the consultation, although this isn't a mandatory requirement.
  - The Coronavirus Act 2020 states that we cannot hold our referendum until Thursday 6<sup>th</sup> May 2021, however neighbourhood plans which have completed examination and are awaiting referendum can now be given significant weight in planning decisions, so we still aim to complete examination as soon as possible.
  - Despite the restrictions, the Steering Committee have continued to work, and to meet regularly online.
  - Draft Sutton Neighbourhood Plan – the document has been approved for Regulation 14 consultation by both Steering Committee and Sutton Parish Council.
  - Work on the Design Codes by AECOM has been reviewed and the updated version approved by Steering Committee and Sutton Parish Council, though we are awaiting formal approval of the document from Locality.
  - Sutton Parish Council have approved commencement of Regulation 14 consultation once current Covid-19 restrictions allow.

- Application for Evidence Base and Policy Development (EBPD) Technical Support package is now being processed by central government (we applied for this in October 2019). This work can be done in parallel or after the Regulation 14 consultation as it is primarily about preparing for the Regulation 15 submission and examination phase.
- The Background Evidence Report is almost complete (this needs to be submitted with the neighbourhood plan for Regulation 14 consultation).
- Work on the Consultation Report is well underway (consultation methodology, public engagement/leaflets/meetings/workshops, questionnaires, questionnaire results, etc.), this is required for the examination phase, though can also be submitted at Regulation 14 stage as a matter of good practice.
- Next steps:
  - Complete the drafting and compilation of the Background Evidence Report.
  - Complete the drafting and compilation of the Consultation Report.
  - Commence Regulation 14 consultation as soon as we are ready and restrictions allow (including CBC agreement and libraries being open).
  - Apply for 2020/2021 financial year basic grant money of £1,378 (the unused and returned 2019/2020 basic grant money).
  - Request a budget of £2,209.68 (made up of: £1,378 grant funding, £120 web site budget from PC, £93.66 [of £343.66 remaining] from fund-raising funds, £598 contingency from PC reserves [only if needed], £20.02 of underspent and retained 2018/2019 grant funding).
  - We are likely to need some funds for leaflets and maps for the referendum in May 2021, estimated at £250 (next financial year). We have retained £250 of the fund-raised money to cover this.
  - As we have Design Codes in our neighbourhood plan, we are also eligible to apply for Additional Grant Funding of up to a further £8,000, at this time we have no plans to apply for this. However, this does give us options if something else requires funding, such as something coming up during Regulation 14 consultation or further study work required if insufficient evidence to support our policies is found as part of the 'Evidence Base and Policy Development' technical support package.

Darren Brooker  
 Chair, Sutton Neighbourhood Plan Steering Committee

# Sutton Parish Council – Sutton Neighbourhood Plan

## July 2020

- Steering Committee remains unchanged:
  - Darren Brooker (Chair)
  - Mike Kingdon (Vice-chair)
  - Stefan Senger
  - Libby Gardner
  - Briony Giddings
  - Chris Brown
  - Helen Kapur
  
- Progress since the last meeting:
  - 2020/2021 grant of £1,378 obtained (this is the same amount (rounded down) that we returned at the end of 2019/2020).
  - Our application for Evidence Base and Policy Development (EBPD) technical support package which was submitted in October 2019 has now been approved, so we initiated this work whilst we were unable to commence Regulation 14 consultation. This is likely to mean that we will now update the plan before we go to Regulation 14 consultation, and therefore will seek an updated approval from the parish council once we are ready.
  - Covid-19 restrictions have meant we haven't been able to commence our Regulation 14 (public) consultation so far, however CBC have just released advice (in the past few days) which now allows us to proceed when we are ready (with extra measures in place). We now expect to commence Regulation 14 consultation in late August or September 2020, as we are taking the opportunity to have our policy wording and evidence base checked by the Locality consultants.
  - The Coronavirus Act 2020 states that we cannot hold our referendum until Thursday 6<sup>th</sup> May 2021.
  - Despite the restrictions, the Steering Committee have continued to work, and to meet regularly online.
  - We have also taken the opportunity to update and revise the Background Evidence Report (this needs to be submitted with the neighbourhood plan for Regulation 14 consultation).
  - The Consultation Report is complete up to our current point of engagement (consultation methodology, public engagement/leaflets/meetings/workshops, questionnaires, questionnaire results, etc.), this is required for the examination phase, though can also be submitted at Regulation 14 stage as a matter of good practice.
  
- Next steps:
  - Complete the work on the Evidence Base and Policy Development with the Locality consultants, and then revise/update our Draft Plan accordingly.

- Complete the revision of the Background Evidence Report.
- Seek Parish Council approval for the revised Draft Plan.
- Commence Regulation 14 consultation as soon as we are ready.
- As we have Design Codes in our neighbourhood plan, we are also eligible to apply for Additional Grant Funding of up to a further £8,000, at this time we have no plans to apply for this. However, this does give us options if something else requires funding, such as something coming up during Regulation 14 consultation or further study work required if insufficient evidence to support our policies is found as part of the 'Evidence Base and Policy Development' technical support package.

Darren Brooker  
Chair, Sutton Neighbourhood Plan Steering Committee