

Sutton Neighbourhood Plan



Steering Committee Meeting 18

26th March 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		
Libby Gardner (EG)	Committee Member		
Briony Giddings (BG)	Committee Member		
Claire Brooker (CMB)	Note-taker		

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 17 of 27th February 2020 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 13.6.a1: Darren to enquire about TPO's on the trees in The Belt, Millennium Wood and the canopy of trees on Church Road. Darren has contacted TPO man (with assistance from Adam Zerny), all relevant info supplied to CBC, but heard nothing further since 13th November. TPO came back to say he wouldn't put TPO's on the trees there because they are elm and would die anyway. Darren to raise with Adam Zerny again. **Ongoing.**

Previous Action 16.8.1: Darren to modify the wording of policy CF1 concerning the village hall and ground. **Completed.**

Previous Action 16.8.2: Darren to ask Sally about how policy CF1 concerning the village hall applies if it is a charity. **Completed.**

Previous Action 17.6.c1: Darren to ask Sally about the importance of recording trees and hedges, to put into the Evidence Report. Sally's response was along the lines of the more evidence we can record the better – there was another NP group that had fully documented this for their plan – and what we had already done would be suitable, but we could always record trees, hedgerows and wildlife at a later date too which would still be useful as evidence towards specific planning applications in the future. **Completed.**

Previous Action 17.6.f1: Darren to update the timescales after having the meeting with Tom Price, and email them out to committee members. **Completed.**

Previous Action 17.6.f2: Darren to get an update from Sally as she should complete her work before end of financial year as grant money needs to be used by then. **Completed.**

5. Financial Update and Approvals

a. Current Financial Status and Forecast

Updated Tracker presented by Briony. Survey Monkey costs and printing/ink etc. costs not shown as being allocated on Grant. Printing/ink costs can be allocated against Grant to save us from dipping into our reserves. SurveyMonkey costs can't because they were paid before we got grant money. We need also to check that £500 payment to BRCC for Local Green Space Assessment was actually paid out.

Action 18.5.a1: Darren to check with Parish Council clerk that printer costs (£64) were actually paid to Lion press and that BRCC were paid (£500) .

b. Payment of invoice for planning consultant

£910 allocated to planning consultant on Tracker for work already done. A discussion took place on how best to engage with the planning consultant, given the constraints of the current grant and our revised project timings. It was decided that the services of a planning consultant will be required next financial year. In particular for the Basic Conditions Statement, for dealing with any technical questions and assisting with post regulation 14 feedback.

All present agreed that £910 could now be paid to planning consultant for work already completed.

Action 18.5.b1: Darren to obtain a new quote for services for next financial year.

Action 18.5.b2: Darren to apply for grant funding once the 2020\21 grant funding scheme is open.

c. Return of unused grant money

Action 18.5.c1: Darren to recalculate what is needed to be returned to Locality for this financial year, based on what has been discussed and agreed above, and return the appropriate funds.

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

a. Neighbourhood Plan document

I. Progress of Reviews

The planning consultant had reviewed the plan had moved some items in it around. Darren had also modified some parts based on further comments the planning consultant had made.

Action 18.6.a1: All present to review document again and particularly check that cross-references in it are still correct.

II. Important Green Gaps (including revision to GI Plan)

No update.

III. Strategic Environmental Assessment

CBC have started the Strategic Environmental Assessment, they have requested feedback and acknowledgements on the NP from 3 statutory bodies – Historic England, Natural England, and the Environment Agency. Feedback due Tues of following week (around 7th April).

b. Consultation Report

Helen working on this, further refinement still being done; Darren and Helen to discuss the report via Zoom on Saturday.

c. Background Evidence Report

I. Wildlife Survey

Mike presented early results of the Wildlife surveys that parishioners are doing. Had feedback from about 20 households. In February we had sightings of about 41 different species of birds, and a few mammals – all reported sightings were also reported by someone else. Up to now, there seems to be 47 species reported in March. There is some wildlife only reported west of the Ford, and likewise only at Clay End in the east of the village, though there are species reported in both.

Mike had previously produced an interim report in early March giving an indication of what species had been reported on – categorising birds in particular as ‘abundant’, ‘common’ or ‘rare’.

Mike reported that someone in the village had reported midwife toads in their garden pond, and that he had seen water wildlife such as egrets between Dunton Fen and the stream.

II. Documenting our trees and hedges

Mike reported that there are about 25km of watercourses and about 30km of hedgerows, lengths of which is probably underestimated.

III. General\Other

Mike also presented some maps online depicting areas of flooding (both river flooding, and surface flooding) from the Cranfield University web-site.

d. Support from Locality

I. Design Codes

Darren chased up AECOM (the Locality commissioned architects that were providing this technical package) and they said they would get back to him with a draft document at the end of next week. They still had questions to ask.

II. Evidence Base and Policy Development (page 12 of guide)

Still not heard yet on this

e. Timescales for next steps

We had planned Regulation 14 consultation stage to be mid-April – where CBC will send out a Draft NP document to a long list of statutory consultees - CBC manage this. This is the main 6-week consultation where we inform all parishioners. We had then hoped to go to referendum by November. But we can't carry out a face-to-face 6-week consultation with parishioners due to the Coronavirus lockdown. Elderly people in particular are self-isolating for 12-weeks. We could ask the CBC NP planning officer if it was possible to for us to send out the Draft NP document to parishioners during lockdown for them to read it beforehand. Need to check this as we don't want Inspector to throw the plan out if we have not followed the correct procedure.

f. End of Grant Report

All agreed that Darren should send out end of grant report.

Action 18.6.f1: Darren to submit end of Grant Report for 2019/20 to Locality.

7. Any Other Business

None.

8. Date and Arrangements for Next meeting

There being no further business, the meeting closed at 8:38pm.

Next steering committee meeting is **Thursday 30th April**.

Signed

Chair

Dated.....