

# Sutton Neighbourhood Plan



## Steering Committee Meeting

25<sup>th</sup> October 2018

## Minutes of Meeting

(held at the Sutton Village Hall at 7:30pm)

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

*\*appointed during this meeting*

### **1. Apologies for Absence**

Apologies were received from Mike Kingdon and Chris Brown.

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

It was agreed that this item will be reviewed at the beginning of subsequent committee meetings to ensure there has been no change since the last meeting.

No change.

### **3. Agreement of Minutes of Previous Meeting**

Minutes of the meeting 01 of 26<sup>th</sup> September 2018 **agreed** by all present and signed by the Chair.

### **4. Membership of the Steering Committee**

Helen Kapur (**HK**) agreed to join the Committee. **Approved** by all Committee members present.

**HK** was welcomed to her first committee meeting today (*please note **HK** had been referenced as Helen Hope (**HH**) in previous meeting minutes, but going forward in this case will now be*

referred to as Helen Kapur (**HK**)). **HK** should have access to the shared Google Drive for Sutton NP.

**Action:** **HK** to read Terms of Reference.

**DJB** stated that he had received an email from David Lincoln to say that he has now resigned from the committee.

## 5. Matters Arising From Previous Meetings

Previous Action 01.4.a.1: **DJB** to circulate the high-level project approach to the NP via email; and to provide the link to the Sutton NP Google drive. **Completed.**

Previous Action 01.4.a.2: **All** members to confirm whether they can access the Google Drive for Sutton NP. **Ongoing.** **EG** and **BG** still to confirm whether they can access the Google Drive.

Previous Action 01.4.a.3: **DJB** to contact Gavin Ross to build a web site for Sutton Neighbourhood Plan. **Completed.** **DJB** had emailed Gavin Ross concerning the production of a Sutton NP web site, but has not received anything yet.

**Action:** **DJB** to follow up with Gavin Ross to build a web site for Sutton Neighbourhood Plan.

Previous Action 01.6.a.1: **DJB** to speak to the headteacher of Sutton VA Lower School. **Completed.** Mrs Chapman is happy to meet with us to agree how best to involve the children.

Previous Action 01.6.a.2: **MiK** agreed to work with **ChB** and **SS** on developing the questionnaire. **Ongoing.**

Previous Action 01.6.b.1: **DJB** to formulate and circulate a first draft of a vision before the next Committee meeting (could include key themes such as “character of a rural village” (i.e. any development should be in keeping) and local tourism in respect to visitors appreciating the historical and rural tranquil nature of the village, plus the rural characteristics of village events). **Outstanding.** **DJB** apologised that he didn’t manage to get around to this whilst he was away on holiday.

Previous Action 01.6.c.1: **ChB** agreed to submit Grant Application once project plan and costs/timescales are known. **Outstanding.**

Previous Action 01.6.d.1: **MiK** to contact BRCC for estimated costs and timescales for the Housing Needs Assessment. **Completed.**

Previous Action 01.6.e.1: **MiK** to contact BRCC for estimated costs and timescales for the Green Infrastructure Plan. **Completed.**

Previous Action: 01.06.f.1: **MiK** to liaise with **SO** and **HH** concerning legal issues and land ownership. **Ongoing.**

Previous Action: 01.06.f.2: **DJB** to send list of dates for next Steering Committee meetings. **Completed.** The meetings are scheduled for the last Thursday of each month at 7.30pm in

Sutton Village Hall. It was agreed that the date for the December meeting will need to be changed as it falls on 27<sup>th</sup> December.

**Action:** **DJB** to suggest an alternative date for the December meeting.

## 6. Financial Update and Approvals

**DJB** stated that he had been contacted by the Sutton Parish Council clerk, Colin Osborne, concerning the recent payment of £250 into the Parish Council account, and whether these funds are related to the Sutton NP (previous raised funds of £245 mentioned at the last Sutton NP meeting had already been acknowledged, and it didn't relate to that). No one present knew what this £250 could be related too, and whether it is indeed anything to do with the Sutton NP.

**Action:** **DJB** to follow up with Parish Council clerk on whether this has been resolved.

As **ChB** had previously offered his apologies for not being able to attend the meeting, no further financial account updates could be given at this time.

**Action:** **DJB** to follow up with **ChB** before next Sutton Parish Council Meeting.

## 7. Current Status and Progress of Sutton Neighbourhood Plan

### a. Progress on Questionnaire

**MiK** (who had offered prior apologies for not attending this meeting) had worked with **ChB** and put together version 1.3 of the Draft Sutton Neighbourhood Plan Questionnaire, and had distributed it prior to this meeting to the committee members via email. In his email, **MiK** had stated that it was a draft - the final questions and wording were to be agreed first before putting together a final design and presentation which would be make a questionnaire which people would want to respond to. Additionally, a few maps would need to accompany the questionnaire to enable people to answer some of the questions.

Committee members discussed the questionnaire, and how to encourage people to fill it in – comments included:

There was strong feeling that we should review and take on board the Potton NP questionnaire and adopt as much of this as is practical and appropriate (with modification as required for Sutton) to reduce workload and make best use of good practice from elsewhere.

The questionnaire should start with easy to answer tick boxes (e.g. boxes 1-10 in order of preference) rather than text boxes for people write comments down, with text boxes as optional for more detailed comments, so as to increase the usability and reduce the likelihood of putting people off of completing it.

Maps are needed with questionnaire, as some residents may not know where certain landmarks or paths are e.g. Lantern Lane.

It was **agreed** that we would trial the questionnaire on a few people who have not been involved in the process, prior to issuing it.

As Gavin Ross works on web site usability as part of his profession, it was suggested that we should ask his advice on what is the best way to produce a presentable questionnaire which is inducive to people filling it in.

**Action:** DJB to ask Gavin Ross on whether he can advise on the presentation and usability of the questionnaire.

It was **agreed** that the questionnaire should be issued after Christmas 2018, not before.

## **b. Grant Application**

As **ChB** had previously offered his apologies for not being able to attend the meeting, no further grant application updates could be given at this time.

A project plan needs to be produced before a Locality grant application can be made along with the Sutton Parish Council.

Costs for items such as a Housing Needs Assessment, and Green Infrastructure Assessment also need to be known for grant application, though applications for these can be submitted separately and at different times if need be. MiK has previously obtained these quotes from BRCC.

### **i. Housing Needs Assessment**

MiK obtained an estimate of costs and timescales from BRCC for our housing needs assessment.

### **ii. Green Infrastructure Plan**

MiK obtained an estimate of costs and timescales from BRCC for a Green Infrastructure Plan assessment. Cost depend on what green spaces we want – which in turn depends on the questionnaire results.

## **c. Land Ownership**

**HK** met with **MiK** and **Sue Oliver** and have collected maps and postcodes (the latter needed to get land ownership details from Land Registry). There will be a cost in getting records from the Land Registry. Land sold before the 1970's may not be available on the Land Register so we are reliant on finding somebody who knows. We need to consult with all landowners concerning the Sutton NP.

**Action:** **HK, MiK** and **Sue Oliver** to meet again and mark up maps with a pen.

## 8. Key Next Steps and Future Activities

### a. Questionnaire

Feedback from today's meeting (listed in 7a above) on the questionnaire to be shared with **MiK** when he returns in a few days, **HK** also offered to help with the questionnaire.

What type of questions that will be covered in the Housing Needs Assessment (HNA), and the Green Infrastructure Plan (GIP) need to be known to shape the questionnaire too.

**Action:** **HK, MiK** and **DJB** to continue to progress the questionnaire and also check with BRCC on what is covered by the HNA and GIP.

### b. Grant Application

**Action:** **DJB** to follow up with Chris Brown.

### c. Housing Needs Assessment

**Action:** **DJB** to email estimated costs and timescales that **MiK** had received from BRCC to all Committee members.

### d. Green Infrastructure Plan

**Action:** **DJB** to email estimated costs and timescales that **MiK** had received from BRCC to all Committee members.

## 9. Any Other Business

**HK** is happy for all Committee members to have her email address.

**Action:** **DJB** to formulate and circulate a first draft of a vision before the next Committee meeting (could include key themes such as "character of a rural village" (i.e. any development should be in keeping) and local tourism in respect to visitors appreciating the historical and rural tranquil nature of the village, plus the rural characteristics of village events)

There being no further business, the meeting closed at 8.45pm.

Signed .....

Chair

Dated.....