

Sutton Neighbourhood Plan



Steering Committee Meeting 25

10th December 2020

Minutes of Meeting

(held online via videoconference at 7:30pm)

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

1. Apologies for Absence

Apologies from Chris and Briony.

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

No new declarations.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 24 of 26th November 2020 agreed by all present and signed by the Chair.

4. Matters Arising from Previous Meetings

Previous 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. Darren checked with parish clerk and confirmed that this has been budgeted for separately by the parish council. **Completed.**

Previous Action 24.5.a2: Darren to check the budget situation with the parish clerk, in respect of the allocation from parish reserves. Darren checked with parish clerk and confirmed that parish reserves dedicated for the Neighbourhood Plan (£598) are still available, if needed. **Completed.**

Previous 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. Locality confirmed that was the case, so Darren has submitted the application for £1,000 additional funding without having had to close down current Locality grant (as having prior agreement from the previous meeting). **Completed.**

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

Previous 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. Darren and Mike had Zoom meeting and both parts 2 and part 3 have been updated. **Completed.**

Previous 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. **Completed.**

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

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

Previous Action 24.6.c1: Darren to talk to our Planning Consultant the next day to discuss what is involved with this piece of work (Basic Conditions Statement), and how we could deal with financing it. Darren had discussion with the Planning Consultant, and as we can apply for £1,000 additional funding from Locality without closing the current grant, then this can go towards financing the Planning Consultant to produce the Basic Conditions Statement. **Completed.**

5. Financial Update and Approvals

a. Current Financial Status and Forecast

We have applied for a further £1,000 of basic grant from Locality (additional grant money available because of Coronavirus) and we were awarded £1,050!

Updates to be made to the Financial Tracker are:

- £1,050 Locality grant to be added (Darren has already applied, and received BACS notification today which he forwarded to the parish clerk – funds should have reached parish council bank account by now).
- £1,050 Purchase Order issued to our Planning Consultant in relation to the Basic Condition Statement work. This means any other line items in the Tracker relating to further work by the consultant can be replaced by this line item. So in effect, this purchase order supersedes the remaining balances on the Planning Consultant's previous purchase orders.
- All present **agreed** that **Mike's** incurred expenses of £9.50 by the Bedfordshire Records Office whilst carrying out searches for information on Pegnut Wood for the Plan, can be added to the Tracker.

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

a. Regulation 14 Consultation – Processing of Comments/Feedback

All processing of comments received from the Reg 14 consultation has been completed, and the relevant re-editing of the documents has been done. All these actions and changes have been summarised in a spreadsheet, which had been sent out the steering committee for approval, and to be checked by our Planning Consultant.

All present had reviewed and **approved** our responses, and amendments, to the Regulation 14 Consultation.

b. Approval of the revised documents

I. Main Neighbourhood Plan document

This document had been re-edited following comments from the Reg 14 consultation and re-issued to committee members. All present **approved** the latest revision.

II. Green Infrastructure Plan

This document had been re-edited following comments from the Reg 14 consultation and re-issued to committee members. All present **approved** the latest revision.

III. Background Evidence Reports

This document had been re-edited following comments from the Reg 14 consultation and re-issued to committee members. All present **approved** the latest revisions.

Mike highlighted that most of the water underground and overground within Sutton parish comes from Cambridgeshire. The Bedfordshire and Ivel Drainage Board are responsible for drainage within our local area, but their responsibility stops at the Bedfordshire border and so they have no control over any drainage issues in Cambridgeshire which could affect our area. This is a concern because any potential flooding issues, say, affecting Gamlingay in Cambridgeshire, is likely to have a knock-on effect here. **Darren** has already spoken to the relevant officer at CBC about this, but we can not put anything in our Neighbourhood Plan policies about drainage outside the parish.

IV. Consultation Report

Helen has been working on this. The Reg 14 consultation updates have now been added, including redacted copies of the letters, and an anonymised schedule of all comments and feedback made.

Action 25.6.b1: **Helen** to send out link to the Report with appendices for everyone to review.

c. Basic Conditions Statement

Our Planning Consultant should be sending this to us by tomorrow, 11th December 2020.

d. Plan Health Check

This has been applied for as a free of charge Locality Tech Support package. All present **agreed** that, subject to the Basic Conditions Statement being acceptable, **Darren** could pass all documentation onto the Locality consultants for this Plan Health Check.

e. Regulation 15 Submission

Once the Plan Health Check has been done, then approval from the Steering Committee and the Parish Council is to be sought before all documentation can be submitted to CBC to progress this stage. It was noted that the next parish council meeting is 11th January 2021.

All present **agreed** that, so long as no major issues were raised by the Plan Health Check, that we could progress to Parish Council approval and Regulation 15 submission.

7. Any Other Business

Helen said that in the recent Planning application for a development at Clay End it was stated that there has only been one road accident at the Clay End crossroads; however, we know that more road traffic incidents occur there on a regular basis but are just not reported. Though this is not a Neighbourhood Plan issue, it was a concern that a number of road traffic collisions at these crossroads were not being formally recorded, and this would lead to a false sense of security at this location for other planning applications. The committee also noted that at least one Sutton resident had commented on the rate of accidents and the speed of traffic at these crossroads as part of their Regulation 14 feedback, and an amendment to the text in the main NP document has been made accordingly.

The committee discussed ways in which we could get more evidence of the prevalence of road accidents, to show as proof of potential safety issues, when dealing with future planning applications. e.g. information about accidents could be noted in meeting minutes at parish council meetings etc.

Action 25.7.1: Stefan\Libby to ask other parish council members whether road accidents in the parish could be noted in parish council minutes. **Stefan** to seek further information from residents who live near the Clay End crossroads.

8. Date and Arrangements for Next Meeting

There being no further business, the meeting closed at 8:37pm.
Next steering committee meeting is Thursday 28th January 2021.

Signed Chair

Dated.....