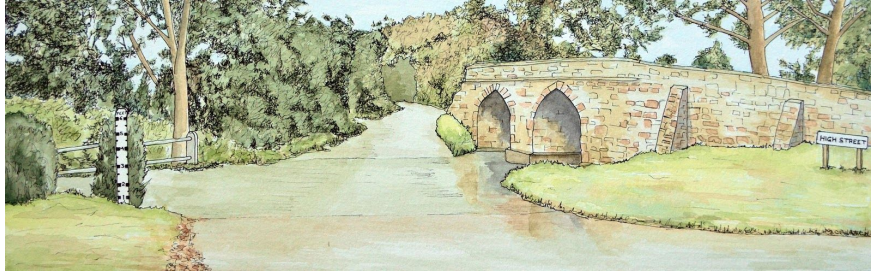


Sutton Neighbourhood Plan



Steering Committee Meeting

26th September 2018

Minutes of Meeting

(held at the John O'Gaunt Public House, Sutton)

Attendees:		Apologies:
Darren Brooker (DJB)	Chair	Libby Gardner (EG) CM
Mike Kingdon (MiK)	Vice-chair	Mary Kingdon (MaK)
Stefan Singer (SS)	Committee Member (CM)	Samuel Kingston (SK)
Chris Brown (ChB)	Committee Member*	Helen Hope (HH)
Briony Giddings (BG)	Committee Member*	Caroline Watson (CW)
Peter Giddings (PG)		
David Lincoln (DL)	Committee Member*	
Claire Brooker (CMB)	Note-taker	
Sue Oliver (SO)		
John Hobbs (JH)	Potton Neighbourhood Plan	

**appointed during this meeting*

DJB welcomed everyone to this first meeting of the Sutton Neighbourhood Plan Steering Committee. **DJB** apologised for the meeting having to be in the public house, this was as the village hall was already booked for this evening. It is intended that all future meetings will be on the last Thursday of each month, in Sutton Village Hall.

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

DJB is a Governor of Sutton VA Lower School.

SS and **EG** are Sutton Parish Councillors, and **SS** is also on the Sutton Village Hall Committee.

JH is Chair of Potton Neighbourhood Plan, and a Potton Town Councillor.

2. Formal Matters in Relation to Steering Committee

a. Terms of Reference

The Terms of Reference drafted by **DJB** and placed on Sutton Neighbourhood Plan (NP) Google Drive. These terms of reference were officially approved by the Sutton Parish Council at the last Parish Council meeting on 10th September 2018. This means that this Steering Committee now has the legal power to produce a Neighbourhood Plan, on behalf of the Sutton Parish Council.

Action: All members to familiarise themselves with the Terms of Reference.

b. Membership of the Steering Committee

Four members already existed before this meeting: **DJB** (Chair, appointed by Sutton Parish Council), **MiK** (Vice-Chair, appointed by the Chair), **SS** and **EG** (both appointed by Sutton Parish Council).

ChB, **BG** and **DL** agreed to join the Committee. **Approved** by all Committee members present.

3. Financial Update and Approvals

The funds for the NP will be held by the Sutton Parish Council, NP funds and expenditure will appear in the parish accounts. £245 has already been acquired by fund-raising in the village (Flower Festival Stall, and Clutter Sale), and the parish council approved an initial budget of £1,000 (includes the £245 that was raised) for the NP at the Parish Council meeting on 10th Sept 2018.

Approval is required for expenditure on two items:

- £75 to Sue Oliver for the Sutton NP Banner for use at events
- £102 for production of a Sutton NP web-site for a year (Gavin Ross has offered to do this).

Both items of expenditure **approved** by the Committee.

4. Current Status and Progress of Sutton NP

a. Progress on agreed approach

DJB had produced a high-level project approach within his presentation given to the open meeting in the Village Hall on 16th August 2018. These notes are on the Sutton NP Google drive.

BG has had problems with getting access to this drive, even after creating a Google email. **ChB** has not tried yet. (**DL** passed his email address to **DJB** at meeting). It was agreed by all that all email addresses of the Committee members could be shared with each other.

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

Action: All members to confirm whether they can access the Google Drive for Sutton NP.

DJB explained that the NP has to be 'evidence-based' i.e. we need to collect reliable evidence on the needs of the parish, and be able to provide this. A draft plan can then be produced, which ultimately gets passed to the inspector, a referendum to the parish occurs and if passed – the NP gets adopted. The NP will then be monitored, and updated if necessary, possibly every 5 years.

The Committee **agreed** that the NP should cover 20 years, 2018 to 2037.

Additional funding can be acquired by obtaining grants from Locality – up to £9,000 in total. The grant money can be obtained in stages as when needed for particular purposes e.g. housing needs assessment etc. and need to specify how much will be spent within each financial year. But a project plan including timescales needs to be formulated before applying for these grants. **JH** stated that a template for this project plan is available on the Locality website.

It was **agreed** that we would take Gavin Ross up on his offer to produce a web site for Sutton Neighbourhood Plan.

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

b. Progress on questionnaire

As part of the evidence-based approach to the NP we need to research on what members of the parish (residents and businesses) would like to have as part of the NP. **MiK** has agreed to take the lead in producing a questionnaire that will be sent out to these stakeholders. **MiK** gave an update on this:

Sutton NPlan
Strategy 4 Questionnaire

MiK had a 2-hr meeting with Jemma McLean from Bedfordshire Rural Communities Charity (BRCC) on 21st Sept 2018. Jemma advises on how to put together a questionnaire (her time for this is paid for by CBC). If needed, BRCC could also facilitate the whole questionnaire process (including computation, return (e.g FREEPOST envelopes), and analysis) but this would have to be paid for separately by Sutton NP funds.

BRCC mentioned that employing specialist companies to provide the questionnaires (or the NPs themselves) has failed in the past because they just regurgitate what they have done for other NPs. The size of the community covered tends to be inversely proportional to the detail required i.e. smaller communities such as Sutton require more unique detail. Sutton has just 240 electors on electoral roll. BRCC also recommended not to keep the status quo, but focus on enhancing the parish.

If we decide to use the FREEPOST envelopes offered by BRCC, we should advise people that no more than 4 questionnaires are enclosed per envelope, otherwise excess postage charges may occur.

MiK advised that we compile the questionnaire ourselves, and we already have an idea of what the key issues are for people in the area from output from the Flower Festival questions, and from the open meeting in the Village Hall on 16th August 2018. **MiK** has put together and circulated a draft questionnaire for the Committee to review.

DJB thanked **MiK** for his work to date on the questionnaire.

5. Potton Neighbourhood Plan

JH gave an update on what Potton has done for their NP.

Potton NP group had issued a 'pre-vision questionnaire' to the residents of Potton to gauge what the feeling was in the town about it, and what areas need to be covered. The full questionnaire was then issued to the Potton residents later, with the help of BRCC. Potton did use the FREEPOST envelopes (only paid postage on those that were returned), but also provided collection boxes at various locations e.g. the Library, for people to return questionnaires. Overall there was about a 25% return rate on the questionnaires.

BRCC also provided (at cost) the Housing Needs Assessment (e.g. bungalows etc. done before the questionnaire) and a Green Infrastructure Plan. (Potton had a previous Green Infrastructure Plan from 2010 but it needed updating).

The Potton NP group put together their vision, covering 2018-2035 (18 years), which the policies and objectives would be based on. A scoping assessment was done after the questionnaire (**JH** advised us to look at the one done at Wing which is a good example). It is based on 500 houses total in Potton for the future, however more speculative housing applications have come in since NP process kicked off which could cause this limit to be reached quite soon if approved.

The draft plan has been reviewed by residents and amended to accommodate their comments. It is now in the process of being submitted to CBC to pass onto the inspector. If approved by the inspector, then a referendum will be provided to the residents in Dec/Jan time to agree whether the NP can be adopted.

All info of Potton's NP, including meeting minutes and questionnaires, are available on Potton's NP web-site www.pottonneighbourhoodplan.co.uk

6. Key Next Steps and Future Activities

a. Questionnaire

MiK has started to draft a questionnaire, and a strategy for producing and collating the questionnaires (see attached). **MiK** recommends key stakeholders as being people who live here, people who own land here, and people who work here. As Sutton benefits from many visitors, tourists and is seen by many as a valuable recreation asset to the wider community, we should seek the opinions of visitors to the area (but these will not hold as much weight as residents or owners) as in the past (e.g. at Flower Festival) they have given valuable perspectives. Sutton parish has many visitors including those who go to the golf club and has other recreation visitors from a wide area, including across Central Bedfordshire and other counties.

It was **approved** by those present that the questionnaires for residents should be on a per adult basis rather than on a household basis.

Concerns were expressed about the demographic of the parish and that the views of younger people also need to be included in the questionnaire process, especially as the plan is covering such a long time in the future. It was **approved** by those present that opinions of children and younger people should be included (but these will not hold as much weight as residents or owners). One of the ways of doing this is to gauge opinions of the children at the schools.

Action: **DJB** to speak to the headteacher of Sutton VA Lower School.

MiK said that **SK** is willing to liaise with the Focus school in Sutton, and also to distribute questionnaires, etc. to them.

It was **approved** by all present for the proposed method of each committee member distributing the questionnaires to residents/businesses, being a point of contact for questions, and receiving the replies.

Discussions are ongoing concerning whether an on-line questionnaire, paper questionnaire to hand deliver to collection boxes or committee members doors, or via FREEPOST. It was thought that people would like the choice – but the ability to keep the questionnaires anonymous but still have integrity (i.e. each one is unique and valid) is still to be determined.

Other suggestions included having a map of the parish on the back of the questionnaire, plus putting the map up on the notice boards, and arranging walks around the parish. Also putting info of the village on the Sutton NP web-site (link to this to be provided) so that people can fully understand the questions. Other suggestions were to hold briefing sessions at the coffee mornings, or have another open session in the Village Hall for residents to encourage them to fill in the questionnaires.

Action: MiK agreed to work with ChB and SS on developing the questionnaire.

b. Project Plan

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)

Main expenditure in near future is the Housing Needs Assessment, and the Green Infrastructure Assessment (could be done by BRCC). Costs and timescales for that needed before project plan can be produced.

c. Grant Application

A project plan needs to be produced before grant application to Locality. JH advised that it is fairly straight forward to submit though on-line, but needs to be done in conjunction with Parish Council.

Action: ChB agreed to submit Grant Application once project plan and costs/timescales are known.

ChB agreed to track the finances for the neighbourhood plan activities, working along with the Clerk to Sutton Parish Council (Colin Osbourne).

d. Housing Needs Assessment

It was **agreed** that we would approach BRCC to provide an estimate of costs and timescales for our housing needs assessment.

Action: MiK to contact BRCC for estimated costs and timescales

e. Green Infrastructure Plan

It was **agreed** that we would approach BRCC to provide an estimate of costs and timescales for our green infrastructure plan.

Action: MiK to contact BRCC for estimated costs and timescales

f. Other key Activities

Action: MiK to liaise with SO and HH concerning legal issues and land ownership.

Action: DJB to send list of dates for next Steering Committee meetings

7. Any Other Business

For information: SO will be arranging a SWORD meeting in November (community action group) especially as the inspector has started looking at the CBC draft Local Plan, and will be inviting residents to comment in person.

There being no further business, the meeting closed at 9.30pm.

Signed Chairman

Dated.....