

## **Sutton Courtenay Neighbourhood Plan Steering Group Meeting on 20 January 2020**

### **Minutes**

#### **Attendees:**

Anne Morgan Smith (AMS), Sarah Eccles (SE), Rita Atkinson (RA), Fred Cabbage (FC) and Joanna O'Callaghan (JOC)

Simon Lazare (SL) and James Walton (JW), both non- Steering Group (SG) members were also present.

#### **Apologies:**

Mike Jenkins (MJ), Kathy Whittaker (KW), Geoff Armstrong (GA), Catriona Brodribb (CB) and David Hignell (DH)

#### **Minutes of meeting on 16 December 2019:**

Draft minutes were accepted and will be put on the website.

#### **Documents required by the Inspector:**

RA ran through the documents that the Inspector will examine:

1. The Neighbourhood Plan (NP) document
2. The Basic Conditions Statement
3. The Community Consultation Statement

Document 3: RA felt that we had carried out sufficient community consultation. These include the questionnaire and the Community First workshop. The document will summarise and collate all community consultation. This document must be ready for when we submit the draft NP to the Vale ie end October 2020. This task needs to be assigned to a member of the SG. A starting point is to look at examples from adopted plans. Volunteer from SG needed to produce document.

Document 2: RA explained that this document checks proposed policies against national and local planning law. Some villages have contracted this out. JOC to investigate how other villages have approached it and pass information onto SG. Volunteer from SG needed to produce document.

Document 1: RA ran through proposed sections: Introduction- KW has drafted; Community Engagement summary -see above; Visions/ Aims - covered but will require revisiting; Policies and Planning Guidance - grant application submission required; Community Aspiration – doesn't form part of statutory inspection however most villages provide it. Volunteer from SG needed to start document.

#### **Draft policy section of NP:**

Main issues comprise local gap designation, green space designation and land on the parish eastern boundary.

Outstanding work needed on the policy section:

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1. Open space setting within the built -up settlement, including key views. This has been discussed with Novell Tullet (NT).
2. Flood Risk: Mix of anecdotal evidence, map/ documents from EA and reports prepared for planning objections.
3. Biodiversity report: Thames Valley Environmental Records Centre (TVERC) to be contacted.
4. Policies

Locality Grant of £9,000:

Application must be submitted by end of January 2020.

RA has approached 3 companies to sort out policies (see 4 above).

Red Kite – no response

Bluestone and Walsingham have responded with quotes which are difficult to compare. Both companies have local knowledge. Concluded that Alan Divall of Walsingham possibly had better local knowledge but Bluestone had more experience of neighbourhood plans.

SG felt that NT should be used for open space (see 1 above).

### **Any Other Business:**

1. FC proposed that the SG thanked RA for her lengthy research. SG agreed.
2. RA was appointed as project manager for the time being.
3. RA suggested that SL should be asked formerly to join the SG.

### **Date of Next Meeting:**

Monday 3 February 2020

FC sends apologies in advance.

### **Action Points:**

1. SG members will be required to volunteer for outstanding documents eg Community Consultation Statement.
2. JOC to look at completed neighbourhood plans in South & Vale to see approaches regarding this statement.
3. JOC to email Robyn Tobutt (RT) of the Vale to provide examples of Basic Conditions statements.
4. RA to progress with grant application.
5. AMS to compare/contrast quotes from Bluestone and Walsingham
6. JOC to approach TVERC