

Sutton Neighbourhood Plan



Consultation Report

Appendix CR6

Steering Committee Minutes

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Preliminary Steering Board Meeting

9th August 2018

Notes

1. Attendees\Declaration of Interests

Darren Brooker:	School Governor, Sutton V.A. Lower School
Stefan Senger:	Sutton Parish Councillor
Libby Gardner:	Sutton Parish Councillor
Mike Kingdon:	None
Mary Kingdon:	None
Sue Oliver:	None
Claire Brooker:	None

2. Current status and progress of Sutton Neighbourhood Plan

- a. Sutton Parish Council formally agreed to the preparation of a neighbourhood plan on 9th July 2018
- b. Defined neighbourhood area – the parish of Sutton (Bedfordshire)
- c. Submission of form to CBC – sent to CBC on 10/7/18 by parish clerk, no formal decision notice from CBC as yet
- d. Feedback from Flower Festival (see embedded attachment)
- e. “Brainstorming Event” planned for 16/8/18

3. Structure and Approach

- a. Use Locality, CPRE & CBC guides (listed in Agenda)
- b. Five key phases – 18 to 24 months to complete - hopefully quicker!
- c. We have the backing of Sutton Parish Council – two councillors (Stefan & Libby) volunteered to be in Steering group. Other people volunteered to be in Steering group – Darren (as Chair) & Mike
- d. Steering group requires more volunteers – should be about 6 -10 people - open to the whole village, important to get representation from across the community
 - i. Someone financial – options were discussed, based on the offers of help received so far.
 - ii. Secretary required.
 - iii. We already have a list of volunteers from last Open meeting (list maintained centrally by Mike); “Brainstorming” event on 16/08 may bring forward some more volunteers, not just to be on Steering Committee but to assist in other areas e.g. Law, and I.T.
 - iv. **ACTION:** Sue and Libby will talk to various people they know about volunteering and/or attending next Open session. Stefan to email Village Hall distribution list to encourage them to attend the “Brainstorming” event.

- e. Once Steering Committee established – Terms of Reference need to be agreed.
ACTION: Darren will submit these to the Parish Council in the 10 days required before next Parish Meeting.
- f. Best Practice and Advise\Input from other Neighbourhood plans should be ongoing.
ACTION: Sue and Darren to contact John Hobbs re: Potton Neighbourhood Plan approach.

4. Database and Storage

- a. The use of Google OneDrive was considered as a central electronic repository of Information, and as a collaboration tool, to be used only by people on the Steering Committee and authorised volunteers.
- b. Concerns were raised about having personal info (names, addresses etc.) stored on Google OneDrive, so Mike agreed to be the central owner of keeping this type of info (Excel spreadsheets kept locally) – with having a second person (Stefan?) as a backup if he was on holiday. But all other information could be stored on Google OneDrive. Mike to be main editor, Stefan as backup.

5. Collation of Residents

- a. It was unknown whether we could get a complete listing of residents within Sutton Parish – whether via the 2011 Census or the Full Electoral Roll, and whether the Parish Council would be allowed to get this information.
- b. **ACTION:** Darren to ask Tom Price next week on how we can go about getting a list of residents in the area.

6. Web Site

- a. It was agreed that we need to be clear on what the purpose of the web-site will be, and who the target audience is, before we set out on building this.

7. Regular Meeting Schedule

- a. Monthly meetings – last Thurs of each month (to give at least 10 days notice before Parish Council meeting for updates\questions to council)
- b. Expected that Parish Council will have very minimal actions concerning Neighbourhood Plan, as NP Committee will deal with the details. Mainly involve updates. Terms of Reference should define this.
- c. Village Hall is preferred as meeting location, as it is neutral.
ACTION: Darren to contact John McKenzie for formal agreement of using Village Hall without charge.

8. Preparation for 'Brainstorming' Event 16/8/18

- a. Leaflets have already been distributed to houses in Sutton. Could be about 20 people attending, Libby and Sue to ask more people; Stefan to email Village Hall distribution list.

- b. Need to emphasise that this is an opportunity for villagers to define what they want Sutton to be – keep the session positive and open. State that there should be no judging, and that all ideas are welcome.
- c. Be aware that some people may not want their views known publicly – state that there are other opportunities & methods to give their view.
- d. Introduction (Darren) - round tables / gathering input sessions – Summary at end onto flipchart
- e. roles: table facilitators and note takers need to be defined.
- f. equipment and facilities required
 - i. 6 tables to be prepared, each with box pencils, Post-It notes, maps, Monopoly houses, pads for notetakers. **ACTION:** Sue to provide.
 - ii. Projector & screen
 - iii. Flip chart & pens
- g. Photos to be taken on day (as evidence of village engagement, and for PR)

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.....

Steering Committee Meeting

25th October 2018

Minutes of Meeting

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

Attendees:		Apologies:	
Darren Brooker (DJB)	Chair	Mike Kingdon (MiK)	Vice-chair
Stefan Singer (SS)	Committee Member	Chris Brown (ChB)	Committee Member
Libby Gardner (EG)	Committee Member		
Briony Giddings (BG)	Committee Member		
Helen Kapur (HK)	Committee Member*		
Claire Brooker (CMB)	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 26th 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 27th 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.....

Steering Committee Meeting

29th November 2018

Minutes of Meeting

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

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

1. Apologies for Absence

Apologies were received from Stefan Singer and Chris Brown.

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

No change.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 02 of 25th October 2018 **agreed** by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

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

Previous Action 01.6.a.2 (and 02.8.a.1): **MiK** agreed to work with **ChB** and **SS** on developing the questionnaire. Draft Questionnaire now put together after **MiK** liaised with **ChB, DJB** and **HK**. Also **MiK, DJB** and **HK** met with BRCC to ascertain what questions are included in their surveys, to avoid duplication with our questionnaire. **Completed.**

Previous Action 01.6.b.1 (and 02.9.1): **DJB** to formulate and circulate a first draft of a vision before the next Committee meeting. **Completed.**

Previous Action 01.6.c.1 (and 02.8.b.1): **ChB** agreed to submit Grant Application once project plan and costs/timescales are known. **ChB** was not able to progress due to work commitments. **DJB** has progressed this action – Grant application now submitted on-line. **Completed.**

Previous Action: 01.06.f.1: **MiK** to liaise with **SO** and **HH** concerning legal issues and land ownership. Not managed to progress further, though all the many postcodes within the parish have now been collated. **SO** has been very busy and thus unavailable recently. Priority has been the questionnaire so time\focus has been on that. As the questionnaire task will take time to complete, we will have time to progress discovering who the landowners are in parallel. **HK, MiK** and **Sue Oliver** to meet again and mark up maps with a pen. **Ongoing.**

Previous Action 02.4: **HK** to read Terms of Reference. **Ongoing.**

Previous Action 02.5.1: **DJB** to follow up with Gavin Ross to build a web site for Sutton Neighbourhood Plan. **DJB** has spoken to Gavin (in addition to previous email); Gavin is very busy at the moment but will progress in due course. **Ongoing.**

Previous Action 02.5.2: **DJB** to suggest an alternative date for the December meeting. It was agreed that it will be **Tues 18th Dec 2018**. **BG** cannot attend that date and has given her apologies. **Completed.**

Previous Action 02.6.1 **DJB** to follow up with Parish Council clerk, on the mystery of the £250 credit to Parish Council accounts. **DJB** had been advised by the clerk, Colin Osbourne, that it was a banking error and that the bank had asked for the credit to be repaid. **Completed.**

Previous Action 02.6.2 **DJB** to follow up with ChB before next parish Council meeting, concerning NP financial updates. **DJB** contacted ChB who had sent his apologies and was not able to do the task of keeping a track of financial concerns, due to time pressures at work. **DJB** in the interim will keep a Financial Tracker spreadsheet. **Completed.**

Previous Action 02.7.a.1 **DJB** to ask Gavin Ross on whether he can advise on the presentation and usability of the questionnaire. **Ongoing.**

Previous Actions 02.8.c.1 (and 02.8.d.1): **DJB** to email estimated costs and timescales that **MiK** had received from BRCC on Housing Needs Survey and Green Infrastructure Plan). **Completed.**

5. Current Status and Progress of Sutton Neighbourhood Plan

a. Draft Vision

DJB emailed out the first draft of the Vision to committee members. **DJB** would like to have it on the questionnaire. The members suggested that the word 'Bedfordshire' should be put after the word 'Parish' ie. as 'Sutton Parish Bedfordshire'. All present **agreed** to it. **MiK's** comment was also he would like it to be shorter but not sure how.

b. Grant Application

DJB has submitted the Grant application on-line to Locality – total sum requested is £6,034.28 which covers:

Technical Reports (incl. Housing Need Survey)
Green Infrastructure Plan

Web-site fees
Questionnaire printing costs

Locality have said they will reply within 4 weeks. These funds, if approved, will need to be spent this financial year. As we can apply for a total of £9,000 in grant money, it leaves us with £2,965 to be able to be applied for next financial year. We need a forecast of costs.

In addition, there is further grant that can be applied for – called a “Technical Grant” of up to £8,000. This could cover assistance in producing more detailed information needed for policy making e.g. design quality for new housing, policies on building in the local style etc. We would need to show evidence of a local desire for this, before applying for this further grant.

c. Green Infrastructure Plan

DJB and **MiK** have been having discussions with Cliff Andrews at BRCC (Bedfordshire Rural Community Charity) on the timings of the open meetings to have with Sutton residents.

Proposed dates in the Village Hall are:

Mon 4th Feb 19:30 – 21:30

Sat 2nd March 10:00 – 12:00

Tues 26th March 19:30-21:30

Village Hall has been booked for these dates.

d. Housing Needs Survey

Jemma McClean at BRCC can provide a local based “**housing needs survey**” (at cost) – a primary research initiative which consists of a confidential and independent survey going out to each household in Sutton parish – this covers questions on what the housing needs are for residents (e.g. would they like to downsize but stay in the parish, or are there young adults in the household that would like to have their own affordable place to live within the parish etc.) amongst other types of data collection and analysis.

Locality (Government backed) can also provide a “**housing needs assessment**” (free) but this is not based on primary research – it would only be based on data already available such as census data (which is combined with Eyeworth), and analysis would be based on extrapolation\interpretation on that. Also we would need to pre-agree to further housing commitments (over and above what was being proposed in CBC’s Local Plan (37 dwellings) plus what has already got planning permission). Whereas with the BRCC Housing Needs Survey above – we would not have to commit to having additional housing before the survey goes out.

MiK proposed that we go for the BRCC Housing Needs Survey. All present **agreed**.

It was also proposed that if there are people in a household that have differing views, then they should be able to request another survey questionnaire – therefore we need to inform BRCC that they may need to prepare for more postage and envelopes over and above the number of households.

We also need to ensure that BRCC cover all the postcodes in Sutton parish, including those in the Biggleswade postcode area such as Rose Villas and Turnpike Farm. MK has a list of the relevant postcodes which he has obtained from Royal Mail.

e. Land Ownership

HK had previously met with **MiK** and **Sue Oliver** and have collected maps and postcodes (the latter needed to get land ownership details from Land Registry). Not managed to progress further, though all the many postcodes within the parish have now been collated. **SO** has been very busy and thus unavailable recently. **HK, MiK** and **Sue Oliver** to meet again and mark up maps with a pen. Covered under above "Action 01.06.f.1: **MiK** to liaise with **SO** and **HH** concerning legal issues and land ownership"

f. Progress on Questionnaire

MiK updated the committee. **MiK, DJB** and **HK** had meet with BRCC to find out what sort of questions they would ask in their surveys (Housing Needs Survey, and Green Infrastructure Plan) so that we were not duplicating the same questions in our questionnaire to the Sutton parish residents. However we are still including questions covering people's general thoughts on what new housing if any they would like to see in Sutton parish, as well as their thoughts on the current Rights of Way and historic monuments.

MiK had taken on board the committee's comments on starting the questionnaire with easy to answer tick boxes (e.g. boxes with answers 1 to 5), with text boxes for more comment being optional later. **MiK** had taken out a lot of the notes that had been embedded in the questionnaire.

The latest draft on the questionnaire has been emailed to committee members, though **DJB** has just made some more amendments.

Four maps will be needed to be enclosed with the questionnaire:

Coverage of Sutton parish (map extends to just outside the parish boundary)

Conservation area

Right of Way (map extends outside the parish boundary, to show connections to other RoWs in neighbouring parishes)

Key buildings and scheduled monuments

MiK and **DJB** have obtained quotations from a local printer firm in Sandy, to print up to 500 questionnaires (12 or 16 page A4 booklet questionnaire, printed on A3 paper so can be folded into A4 booklets – front and back page in colour, other pages black and white). This is so we could give a figure for printing costs on the grant application form.

Two other type of questionnaires to be produced for the following interested parties:

Local businesses (we will be obliged to analyse this for NP)

Visitors (not obligatory, but may provide another useful aspect.) Could place these questionnaires in Village Hall (for events such as coffee morning etc.), Golf Club, Pub, Bedfordshire Growers etc.

It was **agreed** that all questionnaires to be sent out at the beginning of January 2019, and responses to be back by the end of January 2019. **MiK** was concerned that landowners in particular would need a significant amount of time to respond.

BG asked whether the resident questionnaire could now be 'tested' on people she knows, for feedback. But **MiK** would like to review the latest amendments done by **DJB**, and the latest draft would then be sent out again in a couple of weeks. Initial feedback from others could be sought then.

6. Financial Update and Approvals

DJB issued a financial tracker spreadsheet for the project – an initial attempt at putting together a financial checklist of what funds have been raised, a forecast of income and expenditure, and budget approvals from the parish council. **DJB** would like another committee member to take over this task if possible.

a. Green Infrastructure Plan

£3,500 has been requested under the Locality Grant application, to be spent this financial year. If needed further funds for a 'Green Space Assessment' can be applied for next financial year.

b. Housing Needs Survey

£1,250 has been requested under the Locality Grant application, to be spent this financial year. This includes £1,250 for BRCC to carry out the survey.

c. Printing Costs for Questionnaire

£1,104 has been requested under the Locality Grant application, to be spent this financial year.

d. Envelopes\Stationery

£78.28 has been requested under the Locality Grant application, to be spent this financial year.

7. Key Next Steps and Future Activities

a. Newsletter/Village Update

MiK to talk to Phil Lane to see if he is still able to start producing this newsletter - to be A5 size – 1 or 2 page, and hand delivered to all Sutton residents and local businesses. **HK** suggested that a newsletter should have a very brief summary at the beginning, as not everybody will want to read through it at length.

Action 03.7.a.1: **MiK** to follow up with Phil Lane concerning the newsletter

b. Questionnaire

Committee members to review the very latest questionnaire. It is also on the Google Drive.

Action 03.7.b.1: All

Committee members to decide on the format and presentation (size etc.) of the maps to be enclosed with the questionnaire.

Action 03.7.b.2: All

c. Housing Needs survey

Action 03.7.c.1: DJB and MiK to ensure that BRCC are given all the postcodes covering Sutton parish, before the Housing Needs Survey gets underway.

d. Green Infrastructure Plan

Action 03.7.d.1: All committee members to put the dates for the GIP Open meetings in their calendars.

Dates for GIP Open Meetings in the Village Hall are:

Mon 4th Feb 19:30 – 21:30

Sat 2nd March 10:00 – 12:00

Tues 26th March 19:30-21:30

e. Assessment of Future Costs

If anyone can think of any other costs and timings, over and above what is on the Financial Tracker Spreadsheet, please let DJB and all know.

DJB would like another committee member to takeover the financial tracking and forecasting role. Any volunteers please let **DJB** know.

Action 03.e.1: DJB to request budget approval from the Sutton Parish Council clerk, Colin Osbourne, for us to use the Locality Grant fund (£6,034.28), before the next Parish Council meeting (as the next parish meeting is in January and we would need to start spending the money before that). Subject to prior Locality grant approval.

f. Christmas 'Walks & Talks'

These are proposed guided walks which will inform people on where local landmarks (which will be mentioned in the questionnaires) are in the village, as well as fostering good social spirit between Christmas and New Year. It is proposed to start at the village pub car park, walk down to clay end, then walk the length of the village to Sutton Crossroads, then finishing back at the Village Hall. Refreshments could be served at the Village Hall.

We would need prior permission to access certain areas (e.g. Bear Garden) and would need volunteers as marshals. We would need to pre-warn people where parts of the walk would not be accessible with buggies, and that they would need walking boots etc.

Action 03.7.f.1: MiK has kindly volunteered to lead this initiative.

8. Any Other Business

Action 03.8.1: DJB to talk to Samuel Kingston about Neighbourhood Plan assistance.

Action 03.8.2: DJB to talk to Stefan about the date for the next NP committee meeting and to book the Village Hall for that date **Tuesday 18th Dec at 7:30pm.**

There being no further business, the meeting closed at 9pm.

Signed Chair

Dated.....

Steering Committee Meeting

18th December 2018

Minutes of Meeting

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

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

1. Apologies for Absence

Apologies were received from **Stefan, Briony** and **Libby**.

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

No change.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 03 of 29th November 2018 **agreed** by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 01.4.a.2: **All** members to confirm whether they can access the Google Drive for Sutton NP. **Mike, Chris** and **Helen** confirmed. **Libby & Briony** still to confirm whether they can access the Google Drive. **Ongoing.**

Previous Action: 01.06.f.1: **Mike** to liaise with Sue Oliver and **Helen** concerning legal issues and land ownership. Not managed to progress further, though all the many postcodes within the parish have now been collated. Priority has been the questionnaire so time/focus has been on that. As the questionnaire task will take time to complete, we will have time to progress discovering who the landowners are in parallel. **Helen, Mike** and Sue Oliver to meet again and mark up maps with a pen. **Ongoing.**

Previous Action 02.4: **Helen** to read Terms of Reference. **Completed.**

Previous Action 02.5.1: Web-site for Neighbourhood Plan. **Darren** to follow up with Gavin Ross to build a web site for Sutton Neighbourhood Plan. **Darren** has spoken to **Gavin**; Gavin is very busy at the moment but said he would progress. Still no progress on this, and the launching of a web-site is now getting urgent. **Mike** said he would ask at Manor Farm for potential web-site build help, **Claire** offered to consult her brother for help, and **Chris** said he would ask his son Jamie. **Ongoing.**

Previous Action 02.7.a.1 **Darren** to ask Gavin Ross on whether he can advise on the presentation and usability of the questionnaire. Gavin is very busy and is not likely to be able to check this within the timeframes we require (see above, still waiting on web-site work). Overall presentation and wording of the questions has already been put together now by committee members. **Closed.**

Action 03.7.a.1: **Mike** to follow up with Phil Lane concerning the newsletter/village **Mike** has spoken to Phil. It was agreed that **Mike** and **Darren** will draft the next village update leaflet (A5 size) to update parishioners of the progress of the Neighbourhood Plan, the planned 'Walk & Talk' on the village during the Christmas period, and future dates on the Green Infrastructure Plan. Newsletters to be hand-delivered. **Ongoing.**

Action 03.7.b.1: Committee members to review the very latest questionnaire. It is also on the Google Drive. **Completed.**

Action 03.7.b.2: Committee members to decide on the format and presentation (size etc.) of the maps to be enclosed with the questionnaire. It was decided that there would be an A3 size map for paths and public rights of way, and on the reverse of this A3 map there would be a map of the conservation area only (not listed buildings map) and a list of Scheduled Monuments. The questionnaire itself would contain a smaller map showing the extent of the parish boundary. Chris suggested that we could put up other maps in the village hall to reduce printing costs. **Completed.**

Action 03.7.c.1: **Darren** and **Mike** to ensure that BRCC are given all the postcodes covering Sutton parish, before the Housing Needs Survey gets underway. **Ongoing.**

Action 03.7.d.1: **All** committee members to put the dates for the Green Infrastructure Plan workshops/meetings in their calendars. **Completed.**

Action 03.e.1: **Darren** to request budget approval from the Sutton Parish Council clerk, Colin Osbourne, for us to use the Locality grant fund (£6,034), before the next parish council meeting (as the next parish meeting is in January and we would need to start spending the money before that), subject to prior Locality grant money arriving. **Completed.**

Action 03.7.f.1: Christmas 'Walk & Talks': These are proposed guided walks which will inform people on where local landmarks (which will be mentioned in the questionnaires) are in the village, as well as fostering good social spirit between Christmas and New Year. **Mike** has kindly volunteered to lead this initiative. **Ongoing.**

Action 03.8.1: **Darren** to talk to Samuel Kingston about Neighbourhood Plan assistance. **Darren** has asked **Samuel**, who has kindly attended tonight. **Completed.**

Action 03.8.2: **Darren** to talk to **Stefan** about the date for the next NP committee meeting and to book the Village Hall for that date Tuesday 18th December at 7:30pm. **Completed.**

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

a. Vision and Objectives

Tom Price from CBC had advised **Darren** that it is important that we can demonstrate the vision runs right through our neighbourhood planning process. **Helen** commented that the feedback for the vision statement needs to be asked at the beginning of the questionnaire (and 'questions about yourself' should be asked at the end) as people tend to have better concentration at the beginning of a questionnaire for comments on ideas.

b. Grant Application

Darren stated that he has had confirmation from the Parish Clerk that grant money of £6,034.00 is now in the Parish Council bank account. Approval from the parish council to spend this amount on Neighbourhood Plan work has already been obtained from the Parish Council, as per previous action 03.e.1 above.

c. Questionnaire

Mike gave an overview on the feedback from people on the draft questionnaire. He stated that Jemma (BRCC) had given comments similar to other peoples' comments. **Stefan** had given feedback that a question on the Village Hall should be included. It should also be made clear that the question about the number of new houses excludes those already with planning permission. The size of the questionnaire (in pages) can be assessed after the latest updates are included.

Two other general questionnaires to be produced (being currently worked on by **Mike**).

- Visitors
- Employees (including the 2 schools) – questionnaires given to local businesses

PDF versions of these questionnaires to be given to local Businesses (e.g. Bedfordshire Growers, Golf Club) to give to their visitors and employees.

Samuel volunteered to convert paper questionnaire (visitor and employee) to online SurveyMonkey, if required.

Chris volunteered to see if he could find someone who could put together an electronic version of the full questionnaire.

d. Green Infrastructure Plan

Proposed dates in the Village Hall are still:

- Monday 4th February 2019, 19:30 - 21:30
- Saturday 2nd March 2019, 10:00 - 12:00
- Tuesday 26th March 2019, 19:30 - 21:30

The Village Hall has been booked for these dates. Once order placed with BRCC, subject to approval for expenditure at this meeting by Committee members today, these dates can be confirmed.

e. Housing Needs Survey

The order for Housing Needs Survey can now be placed with BRCC subject to approval for expenditure at this meeting by Committee members today.

f. Land Ownership

Covered under above "Action 01.06.f.1: **Mike** to liaise with **Sue Oliver** and **Helen** concerning legal issues and land ownership" No more updates as of yet.

6. Financial Update and Approvals

a. Current financial status and forecast

Locality Grant money £6,034.00 has now appeared in Parish Council bank account. The Parish Council has formally raised our budget from £1000 to £7000.

Darren went through the Financial Tracker spreadsheet for the Neighbourhood project – a financial checklist of what funds have been raised, a forecast of income and expenditure, and budget approvals from the parish council. **Darren** would like another committee member to take over updating this spreadsheet if possible. **Chris** agreed to take this on from now on.

b. Budget approvals and approval to place orders for:

i. Green Infrastructure Plan

Expenditure Approval needed for **£3,500**.

Chris proposed, **Helen** seconded. **All present approved.**

ii. Housing needs survey

Expenditure Approval needed for **£1,250 + £100** (estimate) for printing, postage, etc.

Mike proposed, **Chris** seconded. **All present approved.**

iii. Printing Costs for Questionnaire

Expenditure Approval needed for **£1,104**.

Helen proposed, **Chris** seconded. **All present approved.**

iv. Envelopes/Stationery

Expenditure Approval needed for **£50**.

Helen proposed, **Mike** seconded. **All present approved.**

v. 'Walk & Talk' expenses

Expenditure approval required for small amount for soup and rolls.

Chris proposed, **Helen** seconded. **All present approved.**

7. Other Next Steps and Future Activities

a. Christmas 'Walks & Talks'

Mike has kindly volunteered to arrange and host. Date scheduled is Friday 28th December 2018 (backup date Sunday 30th December). Under ongoing Action 03.7.f.1

b. Newsletter/Village update

Newsletter to be composed, printed and hand-delivered to all parish households. Under ongoing Action 03.7.a.1

c. Web site

Under ongoing Action 02.5.1. Building of Web site still outstanding.

Mike said he would ask at Manor Farm for potential web-site build help, **Claire** offered to consult her brother for help, and **Chris** said he would ask his son Jamie. Samuel has also offered to help Jamie if need be.

d. Assessment of future costs

The following were mentioned:

- Future referendum related costs;
- Another future newsletter to be distributed, including a web-link to point to draft plan.

These costs can be claimed in the next financial year under another Basic Locality Grant request.

e. Project Plan / plan of activities

It was discussed that it would be better to do the Housing Needs Survey first (before the general questionnaire that we have been working on). An order will be placed to BRCC for the Housing Needs Survey ASAP, which can commence in January, and be assessed thereafter by BRCC.

The General Questionnaire can be distributed in February (after the Housing Needs Survey, even if in parallel with the Green Infrastructure Workshops), ready for Mike to analyse in March. This plan of events was **approved by All**.

Action 04.7.e1: Darren to place order for Housing Needs Survey with BRCC

Action 04.7.e2: Darren to place order for Green Infrastructure Plan with BRCC

8. Any Other Business

Action 04.8.1: Chris asked for future minutes to refer to members of the meeting by their first name, not initials.

Next steering committee meeting is **Thursday 31st January 2019 at 7:30pm.**

There being no further business, the meeting closed at 9:50pm.

Signed Chair

Dated.....

Steering Committee Meeting

31st January 2019

Minutes of Meeting

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

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

1. Apologies for Absence

Apologies were received from Mike, Chris and Samuel.

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

No change.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 04 of 18th December 2018 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 01.4.a.2: All members to confirm whether they can access the Google Drive for Sutton NP. Mike, Chris and Helen confirmed. Libby & Briony still to confirm whether they can access the Google Drive. Claire to contact Libby to provide assistance. **Ongoing.**

Previous Action: 01.06.f.1: **Mike** to liaise with Sue Oliver and **Helen** concerning legal issues and land ownership. Not managed to progress further, though all the many postcodes within the parish have now been collated. Priority has been the questionnaire so time/focus has been on that. As the questionnaire task will take time to complete, we will have time to progress discovering who the landowners are in parallel. **Helen, Mike** and Sue Oliver to meet again and mark up maps with a pen. **Helen to take action to progress. Ongoing.**

Previous Action 02.5.1: Web-site for Neighbourhood Plan. **Darren** to follow up with Gavin Ross to build a web site for Sutton Neighbourhood Plan. **Darren** has spoken to **Gavin**; Gavin is very busy at the moment but said he would progress. Still no progress on this, and the launching of a web-site is now getting urgent. **Mike** said he would ask at Manor Farm for potential web-site build help, **Claire** offered to consult her brother for help, and **Chris** said

he would ask his son Jamie. **Gavin** has now produced a web-site which is now live. **Completed.**

Action 03.7.a.1: **Mike** to follow up with Phil Lane concerning the newsletter/village **Mike** has spoken to Phil. It was agreed that **Mike** and **Darren** will draft the next village update leaflet (A5 size) to update parishioners of the progress of the Neighbourhood Plan, the planned 'Walk & Talk' on the village during the Christmas period, and future dates on the Green Infrastructure Plan. Newsletters to be hand-delivered. **Completed.**

Action 03.7.c.1: **Darren** and **Mike** to ensure that BRCC are given all the postcodes covering Sutton parish, before the Housing Needs Survey gets underway. **Completed.**

Action 03.7.f.1: Christmas 'Walk & Talks': These are proposed guided walks which will inform people on where local landmarks (which will be mentioned in the questionnaires) are in the village, as well as fostering good social spirit between Christmas and New Year. **Mike** has kindly volunteered to lead this initiative. Event took place on 28th Dec 2018, only small attendance but was deemed useful. **Completed.**

Action 04.7.e1: **Darren** to place order for Housing Needs Survey with BRCC. **Completed.**

Action 04.8.1: **Chris** asked for future minutes to refer to members of the meeting by their first name, not initials. **Completed.**

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

a. Web site and Facebook page

Web site has now been set up by **Gavin Ross** and is now live. **Gavin** is still available to assist with any updates on the site, as directed by the Committee. Many thanks go to **Gavin Ross** and **Jamie Brown** (parishioners) for their help.

Facebook page created by **Darren** is now available – **Briony** confirmed that she had checked it out and looks ok.

Web site, Facebook page and email address for Neighbourhood Plan is now being publicised on all leaflet/newsletter communications – including the latest leaflet promoting the first Green Infrastructure Plan event for Monday 4th February 2018.

b. Housing Needs Survey

Darren thanked members of the committee who hand-delivered the surveys to households in the parish. **Darren** stated that Jemma from BRCC had reported that 30 surveys had been returned to them so far. Closing date for returns is 22nd February 2018.

All committee members stated that they would encourage more people to complete the survey, **Stefan** to contact members on the Village Hall committee to encourage them and their neighbours to complete it. Further encouragement to take place for visitors at the next Coffee morning on 9th February, and also at the first Green Infrastructure event on Monday 4th February where spare copies will be available.

c. Green Infrastructure Plan

Darren reported that everything was ready for first workshop on: Monday 4th February 2019, 19:30 - 21:30

Leaflets promoting the event had been hand-delivered to all households in the parish. Notices have been put up on the three village noticeboards and at the village pub. **Libby** agreed to arrange tea\coffee, sugar and biscuits. **Briony** agreed to provide 4-pints of milk.

We need to set up the Village Hall from 7pm that day – **Stefan** agreed to open up Hall.

BRCC are running this event - but event location, refreshments and marketing is to be provided by the Committee.

Other workshop dates are booked for:

- Saturday 2nd March 2019, 10:00 - 12:00
- Tuesday 26th March 2019, 19:30 - 21:30

All these dates will cover slightly different aspects of the Green Infrastructure Plan.

Stefan will encourage all Village Hall members to attend the GIP sessions, and **Darren** will look into setting up ongoing countdown alerts on Facebook to remind NP Facebook subscribers to attend.

d. General Questionnaire

Further iterations and drafts of the general questionnaire have been produced over the past few weeks following comments received from committee members, CBC (Tom Price) and BRCC (Jemma). An 'identified features of local importance' map had also been supplied with the help of CBC (Tom Price) to ensure clarity of the locations of the features referred to in the general questionnaire.

Comments on latest draft:

Briony suggested that the second picture of Sutton Packhorse bridge on the front cover should be replaced with something else, Libby proposed that it be a picture of the school. All agreed.

Stefan advised that questions with a scale of five opinions should all be labelled appropriately and consistent throughout, likewise with the use of capital letters.

All present were happy with the content.

Action 05.5.d1: Darren to modify the end of the introduction and return instructions to encourage respondents to hand-deliver their surveys back to the nominated houses within the village (two houses, one at each end of the village) rather than use the Freepost envelopes which will be provided – as it would save on costs.

Darren stated that General Questionnaire should be issued after the housing needs survey has finished (in accordance with BRCC advice), but it can run parallel with the timescales of the Green Infrastructure Plan workshops. All agreed to help hand-

deliver the general questionnaires, speaking to household recipients whilst dropping the questionnaires off. Estimated date for issuing the questionnaires is the end of February, with a view to requesting that the questionnaires are returned by the end of March.

The questionnaire itself will be A4 size but should be able to fold into A5 size to post through parishioners' letterboxes.

Action 05.5.d2: Darren to discuss with Jemma at BRCC on size of the pre-printed envelopes, with respect to the possibility of folding the questionnaires.

It was discussed that finding out how many people are in each household could be useful – so as to know where we need to issue more than one questionnaire per household. It is possible that the Parish Council clerk has the complete (confidential) list of people on the Electoral Register within the parish and could give a tally of how many people are present in each household – without needing to pass the confidential list onto the committee. Obviously this would not include children and young adults below voting age – and we would still strive to include these people if they so wish.

A test on-line version of the general questionnaire has been set up on SurveyMonkey by **Darren**, as a feasibility of using this as an alternative medium for people to respond to the general questionnaire. SurveyMonkey subscription costs are nearly £400 per year, or (on a monthly basis) £35 per month, £70 for 2 months or £105 for 3 months. Darren proposed to use SurveyMonkey for this purpose, and to opt for a monthly subscription, of two, or (if required) three months. **All agreed.** This gives us the option to extend data collection window for the on-line version if required, as well as to analyse/download the data.

Action 05.5.d3: Darren to finalise the online version of the general questionnaire for use in parallel to the paper version.

The data collection and analysis from the General Questionnaire will be done by nominated member(s) of this Steering Committee (as opposed to the analysis of the Housing Needs Survey which is being done by BRCC). Comments at the meeting also discussed the need for consistency in the layout of the data produced from SurveyMonkey in comparison to the data collected from the paper questionnaire. It was suggested that if the balance of responses was weighted towards on-line rather than the paper questionnaire, then as part of the data collation we could type the returned completed paper questionnaires input into SurveyMonkey, so we would have a single repository of the results.

It was **agreed** by all present that the General Questionnaire could now be sent for printing following the final editorial changes to be made by **Darren**.

Action 05.5.d4: Darren to finalise the general questionnaire and arrange for the necessary printing to be done.

e. **Land Ownership**

Covered under above "Action 01.06.f.1: **Mike** to liaise with **Sue Oliver** and **Helen** concerning legal issues and land ownership" No more updates as of yet, **Helen** has now agreed to take the action to progress.

6. **Financial Update and Approvals**

a. **Current financial status and forecast**

Chris had updated the Financial tracker and emailed it to the committee prior to the meeting. All present were happy with this update.

b. **Budget approvals and approval to place orders for:**

i. **Housing needs survey**

Darren stated that the printing side of the costs had increased from £50.40 to £61.20. Postage costs were £12.30 currently and would increase as more surveys were sent in. Noted at meeting, as total still within £100 previously approved.

ii. **Stationery**

Darren had placed an order for £36.88 + VAT for envelopes/paper. £50 had already been previously approved by the committee.

iii. **On-line Questionnaire**

It was **agreed** that by all present to subscribe to an on-line survey tool for up to 3 months at £35 per month (max £105 total)

7. **Other Next Steps and Future Activities**

a. **Newsletter / village update**

All agreed that the next date for issuing the next newsletter/update to parishioners would be during weekend of 16th/17th February – in order to encourage people to complete the housing Needs survey before survey closure on 22nd February, and to notify parishioners that the General Questionnaire will soon occur thereafter. A further update could take place before the last Green Infrastructure workshop before the end of March.

b. **Project plan / plan of activities**

The Housing Needs Survey should finish on 22nd February 2019, and the Green Infrastructure Plan by end of March/early April. The General Questionnaire should finish by end of March/early April. This means that by the end of April we should have all the data we need to analyse and that we should plan to commence drafting the Neighbourhood Plan and pour policies in May/June 2019. We may need further assistance (e.g. a planning consultant to help us with drafting our policies) but we won't know what we need until after the data collection and analysis.

We should ensure we have sufficient funding in reserve for future activities to ensure we can complete our neighbourhood plan (e.g. further studies etc.). We currently have £6,034 secured from Locality (a Government funded service), and thus the possibility of a further £2,966 to obtain if need be in the next tax year. In addition, there are other services and technical reports that could currently be available from Locality, if we can demonstrate the need after our analysis (e.g. design package), there is a risk, especially with the uncertainty of Brexit, that changes in Government policy or funding could impact future financial years, as funding is not currently guaranteed beyond March 2019.

Our current aim is to get a draft of our policies and Neighbourhood Plan completed by the Summer of 2019 (subject to any future technical studies/reports that may be needed).

8. Any Other Business

None.

Next steering committee meeting is **Thursday 28th February 2019 at 7:30pm.**

There being no further business, the meeting closed at 8:54pm.

Signed Chair

Dated.....

Steering Committee Meeting

28th February 2019

Minutes of Meeting

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

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

1. Apologies for Absence

Apologies were received from Mike, Stefan and Helen.

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

Darren declared that he will be becoming Churchwarden for Sutton Church in March, and Libby declared that she will become a member of the PCC (Parochial Church Council) for Sutton Church.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 05 of 31st January 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 01.4.a.2: All members to confirm whether they can access the Google Drive for Sutton NP. Mike, Chris and Helen confirmed. Libby & Briony still to confirm whether they can access the Google Drive. Claire to contact Libby to provide assistance. Still outstanding.

Ongoing.

Previous Action: 01.06.f.1: **Mike** to liaise with Sue Oliver and **Helen** concerning legal issues and land ownership. Not managed to progress further, **Helen, Mike** and Sue Oliver to meet again and mark up maps with a pen. **Helen** to take action to progress. Still outstanding.

Ongoing.

Previous Action 05.5.d1: General Questionnaire. **Darren** to modify the end of the introduction and the return instructions, to encourage respondents to hand-deliver their surveys back to the nominated houses within the village (two houses, one at each end of the village) rather than use the Freepost envelopes which will be provided – as it would save on costs. **Completed.**

Previous Action 05.5.d2: **Darren** to discuss with Jemma at BRCC on size of the pre-printed envelopes, with respect to the possibility of folding the general questionnaires to A5 size. **Completed.**

Previous Action 05.5.d3: **Darren** to finalise the online version of the general questionnaire for use in parallel to the paper version. **Completed.**

Previous Action 05.5.d4: **Darren** to finalise the general questionnaire and arrange for the necessary printing to be done. **Completed.**

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

a. Housing Needs Survey

Housing Needs Survey now closed – BRCC confirmed that there were 48 responses received (about a 39% responses rate, which is above the average for this type of survey). BRCC will be analysing the results and producing a report in 3 to 4 weeks' time – we should have it for the next committee meeting.

b. Green Infrastructure Plan

First GIP workshop took place on Monday 4th February 2019, 19:30 - 21:30; the **committee members** gave positive feedback on the way BRCC facilitated the event.

Leaflets promoting the next event on Saturday had been hand-delivered to all households in the parish again. Notices have been put up on the three village noticeboards and at the village pub. **Darren** checked with BRCC that all is set and ready for this Saturday.

Remaining workshop dates are booked for:

- Saturday 2nd March 2019, 10:00 – 12:00
- Tuesday 26th March 2019, 19:30 - 21:30

c. General Questionnaire

Printed copies of the latest draft questionnaire were passed around the meeting.

Everyone approved. **Darren** had allocated a list of households for each committee member who had volunteered to hand-deliver the general questionnaires. **Darren** requested that each volunteer ask how many people reside at the household for each person to fill in a questionnaire – being inclusive of older children too if applicable. **Darren** also requested that any questions he had raised on his list e.g. how many questionnaires given to each household, and which households had answered the door or not (if no answer the number of questionnaires left was the number on the list of people of the electoral role – a summary of which had been previously given by the parish council).

A blank A5 envelope should be left at each household to encourage residents to return by hand – but if there was no answer at the door then a pre-paid envelope per questionnaire is left.

Darren confirmed that the link to the on-line questionnaire had been published on the NP web-site by Gavin.

d. Land Ownership

Covered under above "Action 01.06.f.1: **Mike** to liaise with **Sue Oliver** and **Helen** concerning legal issues and land ownership" **Helen** had now previously agreed to take the action to progress. **Still outstanding.**

6. Financial Update and Approvals

a. Current financial status and forecast

Chris had updated the Financial tracker. Figures to be amended to remove VAT. Web-site date (26/09/2018) on tracker is incorrect – **DJB** to give correct date. Otherwise All present were happy with this update.

Action 06.5.d1: Darren to provide the correct date for the web-site for the financial tracker.

b. Grant Funding Status

All expenditure on track, the Tracker currently shows £250 - £300 still available from the grant.

c. Other Orders/Purchases required

Recent Leaflet printing done by **Darren**, which had been hand-delivered as an update to households.

Action 06.d.c1: Darren to notify **Chris** on his printing expenses for the last Flyer leaflet.

It was discussed and all **agreed** that we need and should purchase a larger noticeboard for the Village Hall (to display the Neighbourhood Plan activity) and some exhibition/display boards and for our future consultation events.

Action 06.d.c2: Darren to look into costs and purchase of a larger noticeboard for the Village Hall and exhibition/display boards for future consultation events. **Darren** will update the committee members via email.

Action 06.d.c3: Libby to ask **Barbara McCormick** of the Village Hall concerning putting up a new noticeboard to display Neighbourhood Plan activities.

7. Other Next Steps and Future Activities

a. Analysis of General Questionnaire results

Mike to do this in April after the general questionnaire window closes.

b. Project plan / plan of activities

Next major step is to analyse the results from the housing needs survey and the General Questionnaire in April. From that, it can be determined what the next steps are that we need to take.

c. Assessment of future costs

Nothing more to add to Tracker

8. Any Other Business

Briony has kindly volunteered her husband Peter to help with any minor works such as help with putting up the NP noticeboard in the Village Hall.

Stefan arrived at the end of the meeting to be given a very brief update.

Next steering committee meeting is **Thursday 28th March 2019 at 7:30pm.**

There being no further business, the meeting closed at 8:55pm.

Signed Chair

Dated.....

Steering Committee Meeting

28th March 2019

Minutes of Meeting

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

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

1. Apologies for Absence

Apologies had been received from Libby and Helen.

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

None.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 06 of 28th February 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 01.4.a.2: All members to confirm whether they can access the Google Drive for Sutton NP. Mike, Chris and Helen confirmed. Libby & Briony still to confirm whether they can access the Google Drive. As all documentation gets sent out to the committee via email when it arises, Briony stated that she is happy just to save her own copies in folders on her PC. Claire to contact Libby to provide assistance. Still outstanding. **Ongoing.**

Previous Action: 01.06.f.1: **Mike** to liaise with Sue Oliver and **Helen** concerning legal issues and land ownership. Not managed to progress further, **Helen, Mike** and Sue Oliver to meet again and mark up maps with a pen. **Helen** to take action to progress. **Mike** to ask Helen on progress. Still outstanding. **Ongoing.**

Previous Action 06.6.a1: **Darren** to provide the correct date to **Chris** for the web-site for the financial tracker. **Completed.**

Previous Action 06.6.c1: **Darren** to notify **Chris** on his printing expenses for the last Flyer leaflet for financial tracker. **Completed.**

Previous Action 06.6.c2: **Darren** to look into costs and purchase of a larger noticeboard for the Village Hall and exhibition/display boards for future consultation events. **Darren** will update the committee members via email. **Completed.**

Previous Action 06.6.c3: **Libby** to ask Barbara McCormick of the Village Hall concerning putting up a new noticeboard to display Neighbourhood Plan activities. **Completed.**

Reference to Actions 06.6.c2 and 06.6.c3 above – additional thanks goes to Briony and Peter who have since installed the noticeboard in Village Hall.

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

a. Housing Needs Survey

BRCC sent a summarised report on the results of the Housing Needs survey, which Darren has since forwarded to the committee to review before this meeting. The report shows that there is only a very small and not a large local need for more housing. It was discussed whether this report should be made public - though it is anonymised the committee thought that given the small numbers involved that some inference might be able to be gained from it – so sensitive parts of the report should be redacted to mitigate this.

Action 07.5.a1: Stefan to look into a redacted or a more condensed form of the Housing Needs report for public viewing.

At this point it was agreed that we should let BRCC know we are reviewing the results, but we would only need to contact them again about this when we start forming policy for the Neighbourhood Plan if need be.

b. Green Infrastructure Plan

The three GIP workshops with the parish community have now been completed, and the committee agreed that they had all been well received and attended - though it was felt that the last session may have been a little rushed, and that some definitions that parish members had to work with could have been a little better defined or emphasised. The organisation of the workshops was very good, and the maps and the collation of ideas raised throughout the workshops had been well captured and illustrated by BRCC throughout the process though.

The committee were disappointed that some greenspace sites chosen by participants of the workshops as potential LGS's (Local Green Space) in the last workshop may not be eligible for LGS designation due to their size, and that the Committee were now being asked to look at choosing further potential green space sites to widen the selection. The participants votes on the sites had resulted in a strong consensus of only 7 sites out of the 23 sites – 3 of which could be potentially classed as being too large for LGS's. These 3 sites that were deemed to be potentially too large were John O'Gaunt Golf Club, Pegnut Wood and 'Millhouse Fen/Waterloo Wood'.

The committee strongly feel that at least part of the John O’Gaunt Golf Club should be designated as an LGS, particularly the course north of Church Road, which has been parkland for very many years and was part of the historic manor of 'Sutton Park'; this area also contains the John O'Gaunt Hill, a Scheduled Monument.

Action 07.5.b1: Darren to ask BRCC on whether part of John O’Gaunt Golf Course could still be considered for designation as an LGS; and to inform BRCC of the Committee’s additional choices of Greenspace sites for LGS designation.

The additional choices that the steering committee agreed upon, in order, were:

- (a) 17 Woodland (on [and over] the parish boundary, beside BW3)
- (b) 13 Crow Grove [note: I read somewhere that this is the oldest woodland in Sutton]
- (c) 15 Woodland (and pond), on the parish boundary adjacent to BW6 and BW W15

BRCC will be putting together a Green Infrastructure plan from this information and from findings from the three workshops.

Action 07.5.b2: Darren to ask BRCC to ensure the Plan they initially produce is a draft which the Committee can review, comment on, and amend if need be – to alleviate any misunderstandings that may have occurred particularly in the last workshop.

c. General Questionnaire

The General Questionnaires have been hand-delivered by Committee members to all households in Sutton Parish and is still open for completed responses. **Darren** reported that up to now there had been 86 responses in total so far, 64 of them were paper copies, and 22 were on-line. All completed questionnaires should be returned as instructed by 31st March 2019. BRCC have said that we would need to wait another week after the closing date for all the FREEPOST responses to come through, so we would know by second week in April how many total responses we have.

Darren has started ‘data entering’ received paper copy responses into the online system – giving each paper copy an identification number, the initials of who has ‘data-entered’ it e.g. DJB for Darren, and the date that it was ‘data-entered’ into the on-line system. Each response is being transcribed word-for-word (i.e. with no interpretation/summarisation or correction) into the online system.

Action 07.5.c1: Darren to continue ‘data entering’ received paper copy questionnaire responses into the online system.

Darren requested that each committee member, that had volunteered to hand-deliver the questionnaires to households, complete and return the list he had given them which included:

- how many questionnaires given to each household, and which household had answered the door or not (if no answer the number of questionnaires left was

the number on the list of people of the electoral role – a summary of which had been previously given by the parish council).

- Any other questions on the list e.g. is there a house 19?

Action 07.5.c2: All committee members who had delivered questionnaires: Complete and return list to Darren.

Action 07.5.c3: Darren to update everyone on the Facebook page after the Questionnaire has closed as a matter of courtesy.

A questionnaire based on the General Questionnaire will also be given to Landowners who own land in Sutton Parish but do not reside in Sutton Parish. This can be progressed once it is known who all the landowners are.

A much smaller questionnaire will be produced for visitors, e.g. for the Flower Festival in June.

Action 07.5.c4: Mike to put together a small visitor questionnaire.

d. Land Ownership

Covered under above “Action 01.06.f.1: **Mike** to liaise with **Sue Oliver** and **Helen** concerning legal issues and land ownership” **Helen** had now previously agreed to take the action to progress. **Outstanding.**

6. Financial Update and Approvals

a. Current financial status and forecast

Chris issued the latest copy of the Financial Tracker worksheet to the Committee.

An extra £150 income has been received from John Sparrow from selling items on eBay that were still in his garage from the clutter sale. A cheque for this has been received and given to the Parish council clerk to put in the parish council bank account for use for the Neighbourhood Plan.

BRCC kindly decided not to charge postage and envelope costs for the General Questionnaire, hence this line item cost is £0.00. A second banner was not ordered via Sue Oliver in the end. The noticeboard and the presentation display boards were purchased, as agreed in principle at the last meeting.

b. Grant Funding Status

All expenditure reasonably on track, there is currently about £100 underspend, primarily due to BRCC kindly not charging us for postage and envelope costs for the General Questionnaire.

c. Other Orders/Purchases required

All **agreed** and **approved** the renewal of the registration of the domain names (suttonneighbourhoodplan.org.uk; suttonneighbourhoodplan.co.uk) for 3 years (rather than just 1 year), which is due in 2019. (Note that the main domain name (suttonneighbourhoodplan.uk) is not due for renewal until 2020).

Action 07.6.c1: Darren to place order for the renewal of the domain name registrations that are due in 2019, for 3 years.

7. Other Next Steps and Future Activities

a. Analysis of General Questionnaire results

Mike to do this in after the general questionnaire window closes.

b. Project plan / plan of activities

Next major step is to analyse the results from the housing needs survey and the General Questionnaire in April/May. From that, it can be determined what the next steps are that we need to take.

c. Assessment of future costs

All **agreed** today that the wix.com web-site renewal (hosting for the Neighbourhood Plan web-site) should be put on the Future Expenses list.

Action 07.6.a1: Chris to add the wix.com renewal costs to the Financial Tracker.

Mike mentioned that if another questionnaire, specifically for businesses in the parish, is needed this may be an extra cost.

8. Any Other Business

None.

There being no further business, the meeting closed at 9:35pm.

Next steering committee meeting is **Thursday 25th April 2019 at 7:30pm.**

Signed Chair

Dated.....

Steering Committee Meeting

25th April 2019

Minutes of Meeting

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

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

1. Apologies for Absence

Apologies had been received from Mike and Chris.

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

None.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 07 of 28th March 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 01.4.a.2: All members to confirm whether they can access the Google Drive for Sutton NP. Mike, Chris and Helen confirmed. Libby & Briony still to confirm whether they can access the Google Drive. As all documentation gets sent out to the committee via email when it arises, Briony stated that she is happy just to save her own copies in folders on her PC. Claire to contact Libby to provide assistance. Still outstanding. **Ongoing.**

Previous Action: 01.06.f.1: **Mike** to liaise with Sue Oliver and **Helen** concerning legal issues and land ownership. Not managed to progress further, **Helen, Mike** and Sue Oliver to meet again and mark up maps with a pen. **Helen** to take action to progress. **Mike** to ask Helen on progress. 9th/10th May proposed days for meeting. Still outstanding. **Ongoing.**

Previous Action 07.5.a1: Stefan to look into a redacted or a more condensed form of the Housing Needs report for public viewing. Document issued for review – text in Green is added text, text in red is text taken out. All agreed on the changes. **Completed.**

Previous Action 07.5.b1: Darren to ask BRCC on whether part of John O’Gaunt Golf Course could still be considered for designation as an LGS; and to inform BRCC of the Committee’s additional choices of Greenspace sites for LGS designation. Cliff Andrews attending meeting tonight – See update in Section 5.b. below. **Completed.**

Previous Action 07.5.b2: Darren to ask BRCC to ensure the Plan they initially produce is a draft which the Committee can review, comment on, and amend if need be – to alleviate any misunderstandings that may have occurred particularly in the last workshop. Cliff Andrews attending meeting tonight – See update in Section 5.b. below. **Completed.**

Previous Action 07.5.c1: Darren to continue ‘data entering’ received paper copy questionnaire responses into the online system. **Completed.**

Previous Action 07.5.c2: All committee members who had delivered questionnaires: Complete and return list to Darren. **Completed.**

Previous Action 07.5.c3: Darren to update everyone on the Facebook page after the Questionnaire has closed as a matter of courtesy. **Completed.**

Previous Action 07.5.c4: Mike to put together a small visitor questionnaire. Mike is working on it and will be available for Flower Festival at end of June. **Ongoing.**

Previous Action 07.6.c1: Darren to place order for the renewal of the domain name registrations that are due in 2019, for 3 years. Darren just to place order for 2 years, as 3 years is not an option. All agreed. **Ongoing.**

Previous Action 07.6.a1: Chris to add the wix.com renewal costs to the Financial Tracker. **Ongoing.**

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

a. Housing Needs Survey

Completed.

b. Green Infrastructure Plan

Cliff Andrews from BRCC attended the meeting at this point, to discuss the Green Infrastructure Plan.

In response to our disappointment that areas such as the Golf Club, Pegnut Wood and 'Millhouse Fen/Waterloo Wood' could not be included in the submission to class them as a Local Green Space (LGS), **Cliff** explained that they could be considered as too large in relation to the size of the parish and thus may not meet the Government guidelines for LGS such as:

- Have to be local to the community
- Demonstratively of value to the community
- Close proximity to the community
- Scale – not to be extensive in size (however this ruling can be open to interpretation)

The size of the Golf Club, and of 'Millhouse Fen/Waterloo Wood' could be considered too large, however the size of Pegnut Wood (within Sutton parish only) could be considered marginal (about 20 hectares). All committee members present agreed that we should attempt to go with Pegnut Wood (the wood within Sutton parish) as an LGS, especially due to the strength of feeling within the Parish (as demonstrated at the GI workshops, and from feedback in the general questionnaire) towards Pegnut Wood and its footpaths.

Cliff did not think it was possible to cover just part of the Golf Course (e.g. the historic Sutton Park area) as an LGS, as opposed to the whole Golf Course.

As the Committee had been previously pressed to agree on the three additional LGS potential sites last meeting as being 'Woodland' (item 17 on map), 'Crow Grove' (item 13 on map) & 'Woodland' (item 15 on map); but it was subsequently deemed in this meeting that woodlands 17 and 15 were too far away from the settlement areas in the parish, the latest *total* agreed listing of LGS's to be progressed for recommendation for LGS status were as follows:

- 2 – the Belt
- 8&9 – Pegnut Wood (within the parish)
- 11 – Lower School Playing Field
- 12 – Millennium Wood
- 13 – Crow Grove
- 23 – Church Field

So further analysis on these areas could take place under a more detailed LGS assessment (Phase 2 assessment) by BRCC, if the Committee go forward with another grant from Locality for this.

Cliff also agreed to look into the area known as “Oak Spinney\Galley Hill’ (in the north of the parish next to Carthage Golf Club) which hadn’t been included on BRCC’s original Green Space listing, to see if this could also be classed as an LGS.

It was noted that we could include buffer zones around LGS’s in our policies in the NP.

It was noted that currently the parish can choose the examiner for the NP.

c. General Questionnaire

The paper General Questionnaires had all be entered into the online system, so the data is all there now ready to be analysed.

The data from the online system (SurveyMonkey) has been downloaded in Excel form and all charts, etc. imported into a PowerPoint presentation, with basic word clouds produced for all free text responses.

Action 08.5.c1: **Mike** and **Stefan** to analyse the results of the General Questionnaire.

A questionnaire based on the General Questionnaire will also be given to Landowners who own land in Sutton Parish but do not reside in Sutton Parish. This can be progressed once it is known who all the landowners are.

A much smaller questionnaire will be produced for visitors, e.g. for the Flower Festival in June. See ongoing action 07.5.c4.

d. Other questionnaires

A questionnaire based on the General Questionnaire will also be given to Landowners who own land in Sutton Parish but do not reside in Sutton Parish. This can be progressed once it is known who all the landowners are.

A much smaller questionnaire will be produced for visitors, e.g. for the Flower Festival in June. See ongoing action 07.5.c4.

e. Land Ownership

Covered under above “Action 01.06.f.1: **Mike** to liaise with **Sue Oliver** and **Helen** concerning legal issues and land ownership” **Helen** had now previously agreed to take the action to progress. **Outstanding.**

f. Grant Closure Report 2018\19

Darren had submitted the end of year report to the grant authority. The change approval form had previously been raised to repurpose money for the postage costs (which were not charged) to the noticeboards which got accepted. £100 carryover to be used for domain name renewals.

6. Financial Update and Approvals

a. Current financial status and forecast

No update at this meeting

b. Grant Funding Status

All expenditure reasonably on track, there is currently about £100 underspend, primarily due to BRCC kindly not charging us for postage and envelope costs for the General Questionnaire.

c. Other Orders/Purchases required

All **agreed** and **approved** the renewal of the registration of the domain names (suttonneighbourhoodplan.org.uk; suttonneighbourhoodplan.co.uk) for 2 years.

7. Future Activities

a. Analysis of General Questionnaire results

Mike and **Stefan** to analyse the results of the General Questionnaire, as all data is now on the online system. As per action **08.5.c1** above. **Darren** has emailed some useful links to this data.

b. Agree Policy Areas and next steps following 2018/19 evidence gathering

It was agreed to hold a dedicated session to start covering policy areas and what content will be covered in the NP, starting off with the vision and objectives. The session should include looking at 2 or 3 other neighbourhood plans – Briony agreed to print off a copy of selected NPs to bring along to the session.

All agreed that this session will take place at the Sutton Village Hall on
Saturday 11th May 09:00 – 12:00

c. Project Plan \ Plan of Activities

No update at this meeting

8. Any Other Business

Stefan stated that the Village Hall Committee could look into the future of the Village Hall, and we could include this aspect as part of the N.P.

There being no further business, the meeting closed at 9:07pm.

Next steering committee meeting is **Thursday 30th May 2019 at 7:30pm.**

Signed Chair

Dated.....

Steering Committee Meeting

30th May 2019

Minutes of Meeting

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

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

1. Apologies for Absence

No apologies – all attended.

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

None, other than those previously declared.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 08 of 25th April 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 01.4.a.2: All members to confirm whether they can access the Google Drive for Sutton NP. Mike, Chris and Helen confirmed. Libby & Briony still to confirm whether they can access the Google Drive. As all documentation gets sent out to the committee via email when it arises, Briony stated that she is happy just to save her own copies in folders on her PC. **Claire** to contact **Libby** to provide assistance. Still outstanding. **Ongoing.**

Previous Action: 01.06.f.1: **Mike** to liaise with Sue Oliver and **Helen** concerning legal issues and land ownership. **Mike** has made very good progress on this, about 90% complete – the ownership of most of the land sites within the parish are now understood and there are only a few outstanding locations to get clarification on. See section 6.e below. **Ongoing.**

Previous Action 07.5.c4: Mike to put together a small visitor questionnaire. Mike is working on it and will be available for Flower Festival at end of June. Still ongoing. **Ongoing.**

Previous Action 07.6.c1: Darren to place order for the renewal of the domain name registrations that are due in 2019, for 3 years. Darren just to place order for 2 years, as 3 years is not an option. All agreed. **Completed.**

Previous Action 07.6.a1: Chris to add the wix.com renewal costs to the Financial Tracker. Still ongoing. **Ongoing.**

Previous Action 08.5.c1: Mike and **Stefan** to analyse the results of the General Questionnaire.

Stefan has uploaded analysis results of the free text boxes for Sections A-C from the questionnaire onto Google drive. Mike has started analysing remaining free text boxes for remaining sections. See section 6.b below. **Ongoing.**

5. Financial Update and Approvals

a. Current financial status and forecast

Chris issued new Tracker at meeting. Chris had a query on SurveyMonkey invoices – Darren confirmed that SurveyMonkey subscription was cancelled before 23rd May so the corresponding line item for that can be removed from the Tracker.

Action 09.5.a1: Chris to update Tracker.

b. Grant Funding Status

Domain name renewal & SurveyMonkey subscription for 23rd April cost over £100 together. All current grant money now spent. Darren will formally close the Grant if agreed by the committee. See section 6.f below.

c. Other Orders/Purchases required

Nothing else to purchase at present.

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

a. **Green Infrastructure Plan**

Darren is still waiting for the report from BRCC. Darren had sent them some information from the initial analysis of the Questionnaire results for BRCC to incorporate.

Action 09.6.a1: Darren to contact BRCC for an update on the Green Infrastructure Plan.

b. **General Questionnaire Analysis**

Stefan has uploaded his analysis results of the free text boxes for Sections A-C from the questionnaire onto Google drive. There is a word document which contains a narrative on the approach to the analysis and the summary of the results for sections A-C; plus the accompanying excel analysis files for each question. The approach was to look at the frequently used terms in the free text boxes, perform a count on them to provide a table to provide evidence within the summary word document.

Mike has also started analysing free text boxes for remaining sections of the questionnaire and will finish this off once recovered from recent ill-health. See ongoing action 08.5.c1

c. **Support from Locality**

I. **Design (page 19 of guide)**

It was discussed whether to request the package for the Design of houses from Locality.

II. **Evidence Based Policy Development (pages 12/13 of guide)**

Questionnaire results showed that people like variety, but still want a linear village.

Action 09.6.c1: Darren and **Helen** to ask Locality for clarification on what the "Design" packages and evidence based policy development packages actually cover.

III. **Anything else?**

Nothing was suggested, pending the outcome of the call with Locality.

d. **Other questionnaires**

A questionnaire based on the General Questionnaire will also be given to Landowners who own land in Sutton Parish but do not reside in Sutton Parish. This can be progressed once it is known who all the landowners are.

A much smaller questionnaire will be produced for visitors, e.g. for the Flower Festival in June. See ongoing action 07.5.c4.

e. **Land Ownership**

Covered under above Action 01.06.f.1: **Mike** has made very good progress on this, about 90% complete – the ownership of most of the land sites within the parish are now understood and there are only a few outstanding locations to get clarification on.

f. Grant Closure Report

Darren to submit the formal Grant closure – all present agreed.

Action 09.6.f1: **Darren** and **Chris** to go through all figures on the Tracker for in preparation for Grant closure

g. Writing the Neighbourhood Plan documents

A successful session was had with committee members on the morning of Saturday 11th May in the village hall, to start to formulate the approach and framework for the Neighbourhood plan document.

Helen subsequently sent out the initial workings of the Neighbourhood Plan document to committee members. The idea is to keep the format as simple as possible, with relevant highlighting. Now waiting for results from the questionnaire analysis to help provide further input, and the “gaps” in the document to be filled with pictures of the village e.g. Duck Race, Flower Festival, pictures drawn by local children similar to the NP document for Wing.

Darren forwarded a copy of this draft document to Tom Price at CBC, and to Gemma and Cliff at BRCC for comment.

Committee members were happy with the progress so far. **Helen** and **Darren** to continue to progress - gaps will be left in the document for any important or difficult decisions that need committee consensus – dates for another joint review session on the document by the committee to be agreed next meeting. Ongoing.

7. Future Activities

a. Agree Policy Areas and next steps following analysis of questionnaire results

It was agreed that dates for another joint review session on the NP document by the committee to be agreed next meeting

8. Any Other Business

Libby has reserved a stall for the Neighbourhood Plan at the Flower Festival on Sat 29th June and Sunday 30th June. The stall will need to be manned in the afternoon of these two days. Helen is available for a slot on the Saturday afternoon.

Darren to ask BRCC for Green Infrastructure Plan maps to be available for the stall at the Flower Festival.

Action 09.8.1: **Darren** to ask BRCC for a copy of the Green Infrastructure plan maps for the Flower Festival stall.

There being no further business, the meeting closed at 9:05pm.

Next steering committee meeting is **Thursday 27th June 2019 at 7:30pm.**

Signed Chair

Dated.....

Steering Committee Meeting

27th June 2019

Minutes of Meeting

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

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

1. Apologies for Absence

Apologies from **Libby**.

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

None, other than those previously declared.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 09 of 30th May 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 01.4.a.2: All members to confirm whether they can access the Google Drive for Sutton NP. Mike, Chris and Helen confirmed. Libby & Briony still to confirm whether they can access the Google Drive. As all documentation gets sent out to the committee via email when it arises, Briony stated that she is happy just to save her own copies in folders on her PC. **Claire** to contact **Libby** to provide assistance. **Completed.**

Previous Action: 01.06.f.1: **Mike** to liaise with Sue Oliver and **Helen** concerning legal issues and land ownership. **Mike** has made very good progress on this, the ownership of all land sites within the parish are now understood. Mike has contact details, albeit some via agencies. See section 6.e below. **Completed.**

Previous Action 07.5.c4: Mike to put together a small visitor questionnaire. Mike completed this and will be available for Flower Festival at end of June. **Completed.**

Previous Action 07.6.a1: Chris to add the wix.com renewal costs to the Financial Tracker. **Completed.**

Previous Action 08.5.c1: Mike and **Stefan** to analyse the results of the General Questionnaire.

Stefan has uploaded analysis results of the free text boxes for Sections A-C from the questionnaire onto Google drive. Mike has finished analysing remaining free text boxes for remaining sections. All results analysis on Google Drive. **Completed.**

Previous Action 09.5.a1: Chris to update Tracker Re: query on SurveyMonkey invoices – Darren had confirmed that SurveyMonkey subscription was cancelled before 23rd May so the corresponding line item for that can be removed from the Tracker. **Completed.**

Previous Action 09.6.a1: Darren to contact BRCC for an update on the Green Infrastructure Plan. Draft issued from BRCC and Darren has forwarded to committee members to review. **Completed.**

Previous Action 09.6.c1: Darren and **Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover. **Ongoing.**

Previous Action 09.6.f1: Darren and **Chris** to go through all figures on the Tracker for in preparation for Grant closure. **Completed.**

Previous Action 09.8.1: Darren to ask BRCC for a copy of the Green Infrastructure plan maps for the Flower Festival stall. **Completed.**

5. Financial Update and Approvals

a. Current financial status and forecast

Chris issued latest updated Tracker at meeting. All up to date now, and it was confirmed that a remainder of £20.02 was left of from the grant money.

Forecasted pre-referendum costs (e.g. printed material etc. for consultations) for reviewing the draft policy document by residents and statutory bodies, before the final Referendum takes place, need to be estimated to put into the Tracker. Costs for the actual Referendum itself is met by Central Beds Council.

Action 10.5.a1: Darren to check what is involved with pre-referendum consultations so that costs can be estimated.

All agreed for Darren to contact BRCC to get estimated costs for getting someone for a day or two to review our plan policies with us.

Action 10.5.a2: Darren to contact BRCC to get estimated costs for getting someone for a day or two to review our plan policies with us.

b. Grant Funding Status

The remaining grant amount is £20.02. This grant needs to be formally closed with Locality before more funding can be applied for.

Action 10.5.b1: Darren to check what the maximum allowable remaining amount would be, in order to forgo having to send the remaining amount back to Locality, and formally close the grant with Locality.

c. Other orders / purchases required

Discussion took place on whether to go ahead with Local Green Space Assessment Phase 2, for the Green Infrastructure Plan. This would involve instructing BRCC to carry out site visits and assessments of the proposed LGS sites which will further update the Green Infrastructure Plan. BRCC would charge £500 for this additional piece of work, if agreed by the NP Committee. The parish council have enough funding to cover this (as part of funds pre-approved by the parish council for Neighbourhood Plan work) though it is preferred to use further grant money if possible.

Darren proposed for this work to proceed, and **Mike** seconded the proposal. **All** committee members present agreed to this proposal of the **Phase 2 assessments** at a cost of **£500**.

Mike proposed and **all agreed** that the chair be given approval at his discretion to raise the next phase of the grant once the costs of the planning policy advisor/consultant are known.

Action 10.5.c1: Darren to raise the grant request once the costs of the planning policy advisor/consultant are known.

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

a. Green Infrastructure Plan

Darren had sent out the draft Green Infrastructure Plan to all the committee members which BRCC had produced. All were generally happy with it, but a detailed review may lead to some further comments.

Action 10.6.a1: **All** to review the Green Infrastructure Plan draft document and provide comments either by tracking changes in the document on the Google drive, or by email to Darren before the next meeting.

It was agreed that a single copy of this draft GI plan will be placed on the google drive, so that any committee member can update if necessary. The committee aims to get the GI plan completed so that it can be reviewed and formally approved by the parish council in their September meeting.

BRCC had also provided A3 maps which could be used on display at the NP stall at the Flower Festival. It was agreed to go ahead with Phase 2 of Local Green Space assessments, as mentioned in section 5c above.

It was **agreed** by all present that we should update the noticeboard in the Village Hall with the draft Green Infrastructure Plan maps, etc. after they have been used at the Flower Festival.

b. General Questionnaire Analysis

Completed

c. Support from Locality

I. Design (page 19 of guide)

Ongoing action **09.6.c1: Darren and Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover

II. Evidence Based Policy Development (pages 12/13 of guide)

Ongoing action **09.6.c1: Darren and Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover.

III. Anything else?

Nothing at this time.

c. Other questionnaires

A questionnaire based on the General Questionnaire will also be given to Landowners who own land in Sutton Parish but do not reside in Sutton Parish. This can now be progressed as all the landowners are now known.

A much smaller questionnaire will be produced for visitors, e.g. for the Flower Festival in June. It was agreed that we will not be issuing visitor questionnaires to the Golf Club nor Bedfordshire Growers.

d. Land Ownership

Covered under above Action 01.06.f.1: **Mike** has made very good progress on this, the ownership of all land sites within the parish are now understood. Mike has contact details, albeit some via agencies.

Action 10.6.e1: Mike to contact Landowners (via their agents if necessary) that are not resident in the Parish to invite them to partake in the general questionnaire. A record

also needs to be kept of what contact was made and if they said that they would not respond. This ensures the committee fulfils their obligation to seek the views of landowners (as well as residents that have already been approached) in the parish as part of the NP process.

e. Grant Closure Report

Darren to submit the formal Grant closure – now that the final finance figures are known.

Action 10.6.e1: Darren to formally close the grant with Locality.

f. Writing the Neighbourhood Plan documents

Ongoing - **Helen** and **Darren** to continue to progress, any major decisions to be taken at steering committee meetings.

g. Flower Festival Stand

It was agreed that the stand would be manned as follows:

Sat 1-3pm – Briony

Sat 3-5pm – Helen

Sun 1-3:30pm – Claire

Sun 3:30pm – 5pm (after the duck race) – Mike

7. Future Activities

a. Continuing writing neighbourhood plan document

Ongoing

b. Agree Policy Areas and wording

No update

8. Any Other Business

None

There being no further business, the meeting closed at 8:55pm.

Next steering committee meeting is **Tuesday 13th August 2019 at 7:30pm** at **Badgers, Church Road**.

Signed Chair

Dated.....

Steering Committee Meeting 11

13th August 2019

Minutes of Meeting

(held at Garth House, Church Road at 7:30pm)

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

1. Apologies for Absence

Apologies from **Mike** and **Chris**.

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

None, other than those previously declared.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 10 of 27th June 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 09.6.c1: Darren and **Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover. **Ongoing.**

Previous Action 10.5.a1: Darren to check what is involved with pre-referendum consultations so that future costs can be estimated for the Tracker. **Ongoing.**

Previous Action 10.5.a2: Darren to contact BRCC to get estimated costs for getting someone for a day or two to review our plan policies with us. BRCC have said that they do not offer this kind of service themselves. We have found out that other Neighbourhood Plan groups have used a private planning consultant – Sally Chapman – who had previously worked in the planning department at CBC, but now works as a private consultant specialising in neighbourhood plans. **Completed.**

Previous Action 10.5.b1: Darren to check what the maximum allowable remaining amount would be, in order to forgo having to send the remaining amount back to Locality, and be able to formally close the grant with Locality.

It's £25, but this issue is now immaterial as the remaining amount had to be put towards another two months of surveymonkey fees, to allow the non-resident landowners to complete the general questionnaire online if they wish. **Completed.**

Previous Action 10.5.c1: Darren to raise another grant request once the costs of the planning policy advisor/consultant are known. **Ongoing.**

Previous Action 10.6.a1: All to review the Green Infrastructure Plan draft document and provide comments either by tracking changes in the document on the Google drive, or by email to Darren. Darren will re-send the GI plan out to everyone – comments needed by everyone by 20th Aug, so Darren can email onto BRCC for final confirmation, so that the final GI document can be sent to the Sutton Parish Council well before the next parish council meeting on 9th September for approval by parish council. **Ongoing.**

Previous Action 10.6.e1: Mike to contact landowners (via their agents if necessary) that are not resident in the parish to invite them to partake in the general questionnaire. A record also needs to be kept of what contact was made and if they said that they would not respond. This ensures the committee fulfils their obligation to seek the views of landowners (as well as residents that have already been approached) in the parish in the NP process. **Completed.**

Previous Action 10.6.f1: Darren to formally close the grant with Locality. **Completed.**

5. Financial Update and Approvals

a. Current financial status and forecast

Two additional months charges (2 x £29.17 excl. VAT) for surveymonkey for non-resident landowners to complete general questionnaire online if they so wish.

b. Grant Funding Status

All previous grant money spent – closure report now sent to Locality.

c. Other orders / purchases required

Order still needs to be placed with BRCC for Green Space (phase 2) assessments, ideally from more grant money, but what else needs to be included on the next grant application to Locality still needs to be ascertained. See previous ongoing action **10.5.c1** above.

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

a. Green Infrastructure Plan

Darren had previously sent out the draft Green Infrastructure Plan to all the committee members which BRCC had produced. **Darren** will re-send the GI plan out to everyone – comments needed from everyone by 20th Aug, so Darren can email onto BRCC for final confirmation, so that the final GI document can be sent to the Sutton Parish Council well before the next parish council meeting on 9th September for approval by parish council.

All committee members **agreed** that the Parish Council should be approached to adopt the GI plan.

Any more additional information that could be added to the plan was discussed at the meeting, and **Darren** volunteered to ask Steve (groundsman at John O' Gaunt Golf Club) for any useful information concerning wildlife and habitats which could also be put into the GI Plan.

Action 11.6.a1: Darren to ask Steve (groundsman at Golf Club) for any useful information concerning wildlife and habitats which could be added to the GI Plan.

Darren had a concern relating to how Crow Grove was designated in the maps provided by BRCC in their GI Plan (it appears on the historic map as ancient woodland, but not the biodiversity map, which has a specific key item of ancient woodland).

Action 11.6.a2: Darren clarify with BRCC why Crow Grove (ancient woodland) is missing from the biodiversity map within the GI Plan.

b. General Questionnaire Analysis

The General Questionnaire was made available to the non-resident landowners to complete, to ensure that those who are not resident in the parish (and thus had not been approached during the previous round of the general questionnaire) had the chance to give their opinion.

Two landowners responded to the questionnaire. A record of how the landowners were approached will be included in the NP document.

Now all the analysis has been completed, this will be fed into the policies of the NP document.

c. Flower Festival Feedback and Analysis

Mike has finished the analysis of the visitor questionnaires from the Flower Festival. Darren to upload the results onto Google Drive and email out to the committee. Many thanks to **Mike** for all his effort on this item of work.

d. Support from Locality

I. Design (page 19 of guide)

Ongoing action **09.6.c1: Darren** and **Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover.

II. Evidence Based Policy Development (pages 12/13 of guide)

Ongoing action **09.6.c1: Darren** and **Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover.

III. Anything else?

Nothing at this time.

e. Land Ownership

Mike has now a current list of landowners within the parish. The NP Steering committee need to be mindful that this could change in the future, and consider this during future consultations.

f. Grant Closure Report

Darren has submitted the grant closure report.

g. Writing the Neighbourhood Plan documents

Ongoing - **Helen** and **Darren** to continue to progress.

Following suggestions by others, **Darren** has been in touch with Sally Chapman – a respected planning consultant – who has been involved with neighbourhood planning for a number of years. **Darren** circulated an email to the committee members relating to her charges. The committee **agreed** that **Darren** could follow up to firm up prices and options for professional services to help finalise our neighbourhood plan.

Action 11.6.g1: Darren to follow up with Sally Chapman (planning consultant) relating to prices and options for professional services to help finalise our neighbourhood plan.

7. Future Activities

a. Continuing writing neighbourhood plan document

Ongoing

b. Agree Policy Areas and wording

No update

8. Any Other Business

None

There being no further business, the meeting closed at 8:35pm.

Next steering committee meeting is **Thursday 3rd October 2019 at 7:30pm**

Signed Chair

Dated.....

Steering Committee Meeting 12

3rd October 2019

Minutes of Meeting

(held at Garth House, Church Road at 7:30pm)

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

1. Apologies for Absence

Apologies from **Mike** and **Stefan**.

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

None, other than those previously declared.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 11 of 13th August 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 09.6.c1: Darren and **Helen** to ask Locality for clarification on what the “Design” packages and evidence-based policy development packages actually cover. Darren contacted Locality who just emailed online docs already available. It was **agreed by all** that Darren should just apply for the Design package. **Completed.**

Previous Action 10.5.a1: Darren to check what is involved with pre-referendum consultations so that future costs can be estimated for the Tracker. Darren asked Tom Price at CBC, and Potton NP group for their costs – both replied with an idea of costs e.g. design of leaflets, professional stuff etc. **Darren** to forward email of costs to the committee.

Ongoing.

Previous Action 10.5.c1: Darren to raise another grant request once the costs of the planning policy advisor/consultant are known. Grant request submitted by **Darren**. **Completed.**

Previous Action 10.6.a1: All to review the Green Infrastructure Plan draft document and provide comments either by tracking changes in the document on the Google drive, or by email to Darren. Darren will re-send the GI plan out to everyone – comments needed by everyone by 20th Aug, so Darren can email onto BRCC for final confirmation, so that the final GI document can be sent to the Sutton Parish Council well before the next parish council meeting on 9th September for approval by parish council. All comments from Committee members received, BRCC will get back to Darren next week. Final GI document will be sent to Parish council now well before next Council meeting on 11th November. **Completed.**

Previous Action 11.6.a1: Darren to ask Steve (groundsman at Golf Club) for any useful information concerning wildlife and habitats which could be added to the GI Plan. **Darren** acquired info from Steve. **Completed.**

Previous Action 11.6.a2: Darren to clarify with BRCC why Crow Grove (ancient woodland) is missing from the biodiversity map within the GI Plan. Darren still awaiting response. **Ongoing.**

Previous Action 11.6.g1: Darren to follow up with Sally Chapman (planning consultant) relating to prices and options for professional services to help finalise our neighbourhood plan. See agenda items 5.c and 6.c below. **Completed.**

5. Financial Update and Approvals

a. Current financial status and forecast

No change in *current* financial status since last committee meeting. Due to personal commitments, **Chris** expressed his desire to no longer be responsible for updating the Financial Tracker. **Briony** agreed to take this on going forward. **Darren** advised that *forecasted* financial spend is likely to include £500 for BRCC LGS assessment, £120 for web-site renewal next year, £71 for printing\stationery, and £2,275 for a planning consultant.

b. Grant Funding Status

All monies for first grant (£6,034) spent and closure report sent to Locality. Second grant application for £2,966 now submitted to Locality by **Darren**.

c. Other orders / purchases required

Subject to second grant approval above, all committee members present **agreed** that **Darren** could place the £500 order with BRCC for the Green Space (phase 2) LGS assessment, and that Darren could place an order with Sally Chapman (planning

consultant) for £2,275. Sally Chapman's time could cover reviewing the NP document, attending a meeting, and emails, as needed up to a maximum of £2,275.

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

a. Green Infrastructure Plan

All committee members had given their responses on the GI plan and it was agreed that the GI plan would be sent to the Sutton Parish Council before the next council meeting on the 11th November, and that the council would be approached to formally adopt the GI plan at that council meeting.

Action 12.6.a1: Darren get final copy of the GI plan sent out to the parish council and a request put in for the council to formally adopt the GI plan at the next council meeting on 11th November 2019.

b. Support from Locality

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

Darren has submitted applications for the "Evidence Base and Policy Development" package from Locality.

II. Design (page 19 of guide)

Darren has submitted applications for the "Design Code" package from Locality.

c. Writing the Neighbourhood Plan documents

Ongoing - **Helen** and **Darren** to continue to progress writing of the document.

It was **agreed** by committee members present that the bulk of the document should be put together by **Darren** and **Helen** (with review and input from others) and that Sally Chapman's (planning consultant) time should be efficiently used to review this NP document, and to assist with *policy wording* and any *regulatory* concerns with the document.

7. Future Activities

a. Continuing writing neighbourhood plan document

Ongoing

b. Agree Policy Areas and wording

No update

8. Any Other Business

Biggleswade Town Council had an open Neighbourhood Plan workshop in September, covering progress on their Plan. They invited a representative from Sutton NP Committee to attend, however **Helen** (who had volunteered to attend) could not attend at the last minute. **Helen** had been sent through the presentation slides, but is awaiting the minutes, if any, of the meeting.

Chris stated we needed to update the Sutton parish community with our latest progress. The noticeboard in the village hall can get updated. The Facebook page and web-site gets updated, but not everybody uses Facebook, nor checks the web-site regularly. It was suggested that another open day or presentation in the village hall could be offered to the parish community to:

- provide an update on progress
- present the results of the questionnaire
- present the GI plan

It was agreed that Tuesday 19th November at 7:30pm should be reserved for this, and that leaflets giving notice of this should be hand delivered in a timely fashion beforehand.

There being no further business, the meeting closed at 9pm.

Next steering committee meeting is **Wednesday 30th October 2019 at 7:30pm**

Signed Chair

Dated.....

Steering Committee Meeting 13

30th October 2019

Minutes of Meeting

(held at Garth House, Church Road at 7:30pm)

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

1. Apologies for Absence

Apologies from **Mike** and **Stefan** and **Chris**.

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

None, other than those previously declared.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 12 of 3rd October 2019 agreed by all present and signed by the Chair.

4. Matters Arising From Previous Meetings

Previous Action 10.5.a1: Darren to check what is involved with pre-referendum consultations so that future costs can be estimated for the Tracker. Darren asked Tom Price at CBC, and Potton NP group for their costs – both replied with an idea of costs e.g. design of leaflets, professional stuff etc. **Darren** to forward email of costs to the committee. **Completed.**

Previous Action 11.6.a2: Darren to clarify with BRCC why Crow Grove (ancient woodland) is missing from the biodiversity map within the GI Plan. Response was that ‘ancient woodland’ with a small letters is just where old woodland is – but the ancient trees are not necessarily still there (which covers Crow Grove) whereas ‘Ancient Woodland’ is an official designation of a site. **Completed.**

Previous Action 12.6.a1: Darren get final copy of the GI plan sent out to the parish council and a request put in for the council to formally adopt the GI plan at the next council

meeting on 11th November 2019. Covered in GI Plan part of these meeting minutes below.
Completed.

5. Financial Update and Approvals

a. Current financial status and forecast

Briony provided an updated tracker spreadsheet. Parish Council Budget approval amended from £1K to £598, and Total Funding is now £10K. £500 for BRCC LGS assessment had been moved to Expenses Incurred; web-site renewal future expense was changed from 2 years to 1 year to keep within cost of second grant. References to the two Locality grants are labelled G1 and G2.

b. Grant Funding Status

Second grant money for £2,966 should now be in the Parish Council bank account.

c. Neighbourhood Planning Consultant

Order with Sally Chapman – the NP planning consultant – will be placed when it is clearer what the scope will be for that after getting the Locality design work below done.

d. Other orders/purchases required

None.

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

a. Green Infrastructure Plan

The Local Green Space section of the GI plan has been finally provided by BRCC (Crow Grove not included), and an updated GI plan document is available for the parish council to approve before next Parish Council Meeting (11th November), however we are still waiting for an updated map from CBC. Current document sent to parish council, and the amended map will be sent later as soon as it is received so long as it is received before 11th November.

It was discussed that TPO's may need to be applied on some of the woodland in Sutton that is covered by the GI Plan if the trees are to be protected – notably The Belt, and Millennium Wood, and the canopy of trees on Church Road.

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.

b. Support from Locality

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

Darren has submitted applications for the “Evidence Base and Policy Development” package from Locality. This was initially not accepted by Locality as they thought we had not progressed as far as we had. It has now been accepted, but still requires approval from the Ministry of Housing, Communities and Local Government.

II. Design (page 19 of guide)

Darren has submitted applications for the “Design Code” package from Locality. This is waiting for Government approval from the Ministry of Housing, Communities and Local Government.

c. Writing the Neighbourhood Plan documents

Ongoing - **Helen** and **Darren** to continue to progress writing of the document.

It was **agreed** by committee members present that the bulk of the document should be put together by **Darren** and **Helen** (with review and input from others) and that Sally Chapman’s (planning consultant) time should be efficiently used to review this NP document, and to assist with *policy wording* and any *regulatory* concerns with the document.

7. Future Activities

a. Parish Council meeting on Monday 11th November

Darren to attend – will provide update on second grant money, and request the formal approval of the GI Plan.

b. Update leaflet and invitation to parish presentation

It was agreed by all present that a leaflet will be put through each household’s door in the parish notifying parishioners of the NP update presentation on Tuesday 19th November. Key updates in the presentation will be current progress on NP, the general questionnaire results summary, and the GI plan. Darren agreed to draft the leaflet, and the leaflet to be delivered by some members of the committee.

Action 13.7.b1: **Darren** to draft the leaflet giving an update on NP progress and notifying parishioners of the update presentation on 19th November in the Village Hall.

c. Parish Presentation on Tuesday 19th November

The presentation will be 1hour 30mins (7:30pm to 9pm). It was agreed that a 'comments and feedback' sheet will be handed out to everyone present so that we can get feedback on the event and current progress.

d. Continue writing Neighbourhood Plan document

Ongoing

e. Agree policy areas and wording

Important to note that during the progress of the NP, the committee members should continue to be informed and be content with it.

The latest draft of the neighbourhood plan document is available on the shared drive.

8. Any Other Business

None

There being no further business, the meeting closed at 9pm.

Next steering committee meeting is **Thursday 28th November 2019 at 7:30pm** at Garth House.

Signed Chair

Dated.....

Steering Committee Meeting 14

28th November 2019

Minutes of Meeting

(held at Garth House, Church Road at 7:30pm)

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

1. Apologies for Absence

Apologies from **Briony, Helen** and **Chris**.

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

None, other than those previously declared.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 13 of 30th October 2019 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. **Ongoing.**

Previous Action 13.7.b1: Darren to draft the leaflet giving an update on NP progress and notifying parishioners of the update presentation on 19th November in the Village Hall. **Completed.**

5. Financial Update and Approvals

a. Current financial status and forecast

Though **Briony** was not able to attend the meeting, she had emailed the latest copy of the Financial Tracker. The latest expenses incurred on the Tracker are listed below in section 5b. It has been confirmed that funds for the second grant has been received into the Parish Council bank account. The latest FUNDS\ (DEFICIT) total on the tracker is £875.44.

b. Other orders/purchases required

i. Cost of map printing £64.00 + VAT

For 'The Lion Press (Sandy)' for the printing of the maps for the Update event last Tuesday.

ii. Printer inks £11.24 + VAT

For printer ink that **Darren** had ordered for getting the latest leaflets produced.

No order had been placed with planning consultant yet until we know exactly what work will be completed under the Design grants.

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

a. Green Infrastructure Plan

The GI Plan was endorsed and adopted by the Sutton Parish Council at the last Parish Council meeting on 11th November 2019. The GI Plan was forwarded to CBC, and a CBC planner dealing with Public footpaths has contacted **Darren** concerning the progression of one of the aspirational footpaths passing over CBC land, and suggested that a meeting is held to discuss. Darren noted that implementation was outside the remit of this steering committee and suggested that we revert to the Parish Council members to agree the next steps in terms of implementation of the GI Plan.

Action 14.6.a1: Libby to discuss the issue of engaging with CBC on aspirational footpaths from the GI Plan with Sue McClymont and Caroline Jones on the Parish Council.

Action 14.6.a2: Darren to email Libby on what we would like Sue and Caroline from the Parish Council to potentially do concerning aspirational GI Plan footpaths on the GI Plan.

b. Review/feedback on Update and GI Plan Presentation – Tues 19th Nov

Darren emailed the results of the Feedback forms from the open Update Presentation workshop to committee members. All agreed that the event went well and was reasonably attended despite the bad weather. However, nobody attended from the Plymouth Brethren and so Darren had emailed Samuel in the village to offer to go through the presentation update with them.

c. Approve final version of vision

All present approved the “Vision Statement” that was given in the Update presentation on Tues 19th Nov. There was some debate on the word “suitable” but was still agreed on by all present.

d. Approval of updated objectives

A change to objective 1.10 was discussed – just leave the objective stating ‘people of all ages’ (ie second part not to be included). **All present approved** this change, and on the rest of the objectives as per the Update presentation on Tues 19th Nov.

e. Support from Locality

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

Darren still waiting for a reply back from Locality on this. This is waiting for Government approval from the Ministry of Housing, Communities and Local Government.

II. Design (page 19 of guide)

Darren still waiting for a reply back from Locality on this. This is waiting for Government approval from the Ministry of Housing, Communities and Local Government.

Darren submitted the application 5½ weeks ago. Tom at CBC has informed **Darren** that other N.P. groups are waiting on Locality to come back to them too.

f. Writing the Neighbourhood Plan documents

Ongoing - **Helen** and **Darren** to continue to progress writing of the document.

7. Future Activities

a. Design Codes

Darren still waiting on Locality.

b. Evidence Base & Policy Development

Darren still waiting on Locality

c. Engaging consultant

The planning consultant going to be engaged once it was clear what could be completed under the Locality Design Codes and Evidence based Policy Development grants, however due to the delay in getting a response from Locality it was discussed whether we should at least update the planning consultant on the delay.

Action 14.7.c1: Darren to email the planning consultant to update them on the cause of our delay in engaging them.

d. Continue writing Neighbourhood Plan document

Ongoing.

Darren and **Mike** to visit Potton History Society on 9th Dec to perform more research on the history of the parish.

e. Agree policy areas and wording

Important to note that during the progress of the NP, the committee members should continue to be informed and be content with it.

The latest draft of the neighbourhood plan document is available on the shared drive.

8. Any Other Business

Action 14.8.1: Stefan to arrange meeting with **Darren** and some Village Hall committee members (e.g. John McKenzie) to discuss vision for the Village Hall, and parking, in the light of the questionnaire results.

Darren requested that someone else on the committee double-check the questionnaire results summary to ensure there was no personally identifying information there, before it could be published on the public NP web-site.

Action 14.8.2: Libby to double-check the questionnaire results summary.

There being no further business, the meeting closed at 8.55pm.

Next steering committee meeting is **Thursday 9th January at 7:30pm** at Garth House.

Signed Chair

Dated.....

Steering Committee Meeting 15

9th January 2020

Minutes of Meeting

(held at Garth House, Church Road at 7:30pm)

Attendees:		Apologies:
<i>Sally Chapman</i>	<i>Visitor (consultant)</i>	
Darren Brooker (DJB)	Chair	
Mike Kingdon (MIK)	Vice-chair	
Libby Gardner (EG)	Committee Member	
Stefan Senger (SS) (<i>later</i>)	Committee Member	
Briony Giddings (BG)	Committee Member	
Helen Kapur (HK)	Committee Member	
Chris Brown (ChB)	Committee Member	
Claire Brooker (CMB)	Note-taker	

1. Apologies for Absence

All committee members were present at the meeting (Stefan arrived later into the meeting).

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

Darren re-iterated that he is also a school governor of Sutton VA School, and informed the committee that the school was submitting a planning application to have another classroom built at the school in Sutton village. This is in preparation for the school expanding to become a primary school. Darren informed the committee that he abstained from the vote for the planning application submission at the last School Governor's meeting, so as not to risk having a conflict of interest in regard to his position of chairperson of the Sutton NP committee.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 14 of 28th November 2019 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. **Ongoing.**

Previous Action 14.6.a1: Libby to discuss the issue of engaging with CBC on aspirational footpaths from the GI Plan with Sue McClymont and Caroline Jones on the Parish Council. Libby has spoken to Sue and Caroline, they appear happy to take on the task but would like to meet and discuss with **Darren** first. **Completed.**

Previous Action 14.6.a2: Darren to email Libby on what we would like Sue and Caroline from the Parish Council to potentially do concerning aspirational GI Plan footpaths on the GI Plan. **Completed.**

Previous Action 14.7.c1: Darren to email the planning consultant to update them on the cause of our delay in engaging them. **Completed.**

Previous Action 14.8.1: Stefan to arrange meeting with **Darren** and some Village Hall committee members (e.g. John McKenzie) to discuss vision for the Village Hall, and parking, in the light of the questionnaire results. Meeting took place, and the Village Hall Committee have taken it away to discuss what they want. **Completed.**

Previous Action 14.8.2: Darren requested that someone else on the committee double-check the questionnaire results summary to ensure there was no personally identifying information there, before it could be published on the public NP web-site. **Libby** to double-check the questionnaire results summary. Libby completed this. **Completed.**

5. Discussion with Planning Consultant

A planning consultant, Sally Chapman, was present at the meeting. She had briefly looked through what had already been written in the Neighbourhood Plan document, and said that we had made good progress up to now. Sally gave the committee a brief introduction on her background and what sort of work she does for other neighbourhood plan groups. She gave an outline of the steps to take towards completing a neighbourhood plan, and thus what we still needed to do.

As we were able to write up the first draft of the document ourselves, we discussed with her that we really needed her help in ensuring we are taking the best approach, in reviewing\editing including advising on areas where we need improvement and advising where we need to provide more evidence. Sally would in particular formalise the wording of our policy statements; and provide the “Basic Conditions Statement” which is a regulatory requirement. Sally was happy with this arrangement.

After Sally had left the meeting at 21:00, the **committee members** discussed and **agreed** to the course of action discussed above to engage Sally Chapman for £2,275.

Action 15.5.1: Darren to email out again Sally's quotation of £2,275 to committee members, and email Sally to confirm that we would like to go ahead with her and confirm what we agreed she should do for us. **Darren** will place an order with Sally.

Action 15.5.2: Mike to consider whether he could prepare the background evidence documentation.

Action 15.5.3: Darren and **Helen** to continue writing the draft Neighbourhood Plan, including getting a table which relates policies to objectives. Continue the plan with putting in design criteria placeholders, in parallel to pushing Locality to get the Design packages (still had no feedback yet from Locality on this).

Action 15.5.4: Darren and **Helen** to prepare the Consultation Report, including photos of events, flyers, web-site\facebook presence info and other evidence of consultation with parishioners etc.

Evidence for the important green gap to be discussed at a later meeting.

There being no further business, the meeting closed at 9.35pm.

Next steering committee meeting is **Thursday 30th January at 8:00pm** at Garth House.
Note the change in the starting time of the meeting!

Signed Chair

Dated.....

Steering Committee Meeting 16

30th January 2020

Minutes of Meeting

(held at Garth House, Church Road at 8:00pm)

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

1. Apologies for Absence

Apologies from Chris.

Stefan arrived later into the meeting (as previously announced)

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

Darren re-iterated that he is also a Churchwarden at All Saints Church in Sutton, and on the Parochial Parish Council (PCC). Libby re-iterated that she is also on the PCC.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 15 of 9th January 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 15.5.1: Darren to email out again Sally's quotation of £2,275 to committee members, and email Sally to confirm that we would like to go ahead with her and confirm what we agreed she should do for us. **Darren** will place an order with Sally. **Completed.**

Previous Action 15.5.2: Mike to consider whether he could prepare the background evidence documentation. **Ongoing.** Discussed under item 6c on the agenda of this meeting below.

Previous Action 15.5.3: Darren and Helen to continue writing the draft Neighbourhood Plan, including getting a table which relates policies to objectives. Continue the plan with putting in design criteria placeholders, in parallel to pushing Locality to get the Design packages (still had no feedback yet from Locality on this). Initial Draft Plan now completed, including the addition of the table containing policies and objectives. **Completed.**

Previous Action 15.5.4: Darren and Helen to prepare the Consultation Report, including photos of events, flyers, web-site\Facebook presence info and other evidence of consultation with parishioners etc. **Ongoing.** Discussed under item 6b on the agenda of this meeting below.

5. Financial Update and Approvals

a. Current Financial Status and Forecast

Financial Tracker sheet similar to before, just one invoice to be put into the Tracker.

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

a. Neighbourhood Plan document

Initial Draft NP document had been previously emailed out to all committee members to do a high-level review. Discussions on this review are covered later in the meeting under agenda item 8. **All present agreed** that the Draft document could be emailed to Sally Chapman (Planning Consultant) to start her review of the document.

b. Consultation Report

Helen working on this. Darren to provide Helen with all the images\photos he has e.g. Photos of open workshop\presentation events with parishioners, leaflet drops etc. Info from the web-site will also be collated. This will be put into the Consultation Report document. It will include a summary of the results of the questionnaires. Leaflets will be an appendix. GI Plan not to be put in this document, but it will be referred to in the main NP document. Once a draft complete Helen will then ask Sally whether it is too much or not.

c. Background Evidence Report

Mike walked the village to ascertain the style of housing throughout. Municipal housing built in 3 phases, including the 'Burgoyne' style. Mike has also asked parishioners about what wildlife people had seen to get an idea on the scope.

Mike will produce a wildlife survey questionnaire for parishioners to complete – stating what wildlife they have seen in the parish, when and where. For this Sutton village could be put into zones, and the location of wildlife seen could refer to these zones.

Could also contact the RSPB about local results of the latest garden bird watch survey.

Action 16.6.c1: Libby to ask a contact she knows at the RSPB about RSPB garden watch surveys.

For Evidence Report we can also use the Floodplain info taken from the Government web-site, and any photos that parishioners have got showing any local flooding. Include Landscape (geology) and Habitat (biology) with their zones also. Include Defra evidence of the grading of the agricultural land.

If 2011 census info is to be used, only need a one-page summary, not the detail that the Ickford evidence report had included in theirs.

Was suggested that a summary table gets produced which shows policies against what evidence we have to support them – Mike to look at this approach.

There is a lot of good evidential material on the CBC web-site, Tom Price at CBC could assist if we can't locate certain documents on the CBC web-site. Tom could also provide any maps we request, e.g. landscape areas, that could be then used in the NP.

d. Support from Locality

I. Design Codes

Locality have approved our Design Code package application. Darren will speak to someone from Locality tomorrow. We as a committee can decide whether to accept, modify or not have it at all.

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

Not heard yet on this.

7. Important Green Gaps

From the GI workshop events in particular, it is apparent that parishioners would like green spaces surrounding the whole village. Our planning consultant had advised that putting in this area into the NP document as just one block would not be seen as being wholly sustainable, so advised to break this up into smaller green space areas, to be assessed separately. A map of the parish was produced at the meeting and **All present agreed** on what these areas should be,

including the area that was covered as the 'Important Countryside Gap' that CBC were originally going to include in their Local Plan.

8. High Level review of draft Neighbourhood Plan document

All committee members had been asked previously by email to read the initial draft NP document that Darren and Helen had produced.

Stefan had concern with policy CF1 – Protecting & enhancing of community assets. Points in this policy were listed as a, b, c etc. The point that concerned Stefan was point c, which probably needed more detail to enhance protection of the village hall community asset. The concern was that in the case of the village hall building getting dilapidated due to lack of funds, then after 2 years or so the land beneath it could get sold. In order to protect a community asset such as a village hall, this should not take place unless, for example, land could be subsequently provided for another village hall.

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

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

Stefan also raised the issue of whether planning permission is required to convert a garage into a bedroom, which could then exacerbate parking problems within the village.

Action 16.8.3: Darren to include a policy in the NP document to cover that fact that any request for a garage conversion must still meet the relevant parking requirements.

Mike had said the document read very well, but there was still some repetition but Sally Chapman our planning consultant was tasked to help with this.

Some ideas and aspirations of the parishioners are included in the document so as to acknowledge this, but they are not necessarily being put in as policies. Aspirations are useful for when funds such as Section 106 or CIL (Community Infrastructure Levy) funds arise, then it is known what these funds could be used for in the parish.

The draft NP document is still on the Google drive for committee members still to comment on.

Darren had emailed Sally Chapman some questions when writing the NP doc, Sally's replies covered the following:

- How to approach Landscapes, including Sutton Park – with maps
- Church Road canopy of trees – we should still include this even though TPO person at CBC would not apply a TPO; also the 'belt of trees' should also be included.
- Should we include the map that a developer had produced covering their future development aspirations within Sutton parish? Sally recommended we use any document that is available to back up the gap policy, it makes sense to quote anything we have, although adding a caveat if not an official policy document.
- There may be need within the next 15 years for another cemetery because the church graveyard is nearly full. Sally recommended that Darren contact CBC concerning

reserving space for a cemetery, which could be included in the NP. **All present agreed** that Darren could contact CBC concerning this.

- Anything else? Sally said it's comprehensive and will carry out a full review.

9. Any Other Business

Helen had been sent an invitation for three open workshops in Biggleswade concerning the update of Biggleswade's Green Infrastructure Plan (their last plan was adopted in 2010). The workshops are headed by "Help Create Biggleswade Green Future". As they are open workshops it is assumed, they are open to all residents, and that included ourselves if interested.

10. Date and Arrangements for Next Meeting

There being no further business, the meeting closed at 9.35pm.

Next steering committee meeting is **Thursday 27th February at 8:00pm** at Garth House.

Note the starting time of 8:00pm again!

Signed Chair

Dated.....

Steering Committee Meeting 17

27th February 2020

Minutes of Meeting

(held at Fairways, Church Road at 8:00pm)

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

1. Apologies for Absence

Apologies from Helen, Libby, Briony, and Chris.
Stefan arrived later into the meeting (as previously announced)

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

No new declarations.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 16 of 30th January 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 15.5.2: Mike to consider whether he could prepare the background evidence documentation. Discussed under item 6c on the agenda of this meeting below. Mike has started work on this and updates on the Background Evidence Report will be covered as an item on the agenda going forwards. **Completed.**

Previous Action 15.5.4: Darren and Helen to prepare the Consultation Report, including photos of events, flyers, web-site\Facebook presence info and other evidence of consultation with parishioners etc. Discussed under item 6b on the agenda of this meeting below. Going forward updates on the Consultation Report will be covered under an item on the agenda going forwards. **Completed.**

Previous Action 16.6.c1: Libby to ask a contact she knows at the RSPB about RSPB garden watch surveys. Libby didn't need to contact RSPB as Mike had acquired the info he needed. **Completed.**

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

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

Previous Action 16.8.3: The issue of whether planning permission is required to convert a garage into a bedroom was raised, which could then exacerbate parking problems within the village. Darren to include a policy in the NP document to cover that fact that any request for a garage conversion must still meet the relevant parking requirements. In conservation area need planning permission, outside conservation area may be certain areas where only Building Regs are required. There is a policy in the draft NP document now but Sally may come back and query it. **Completed.**

5. Financial Update and Approvals

a. Current Financial Status and Forecast

Financial Tracker sheet updated on 26th February 2020. Overspend by £25 compared to grant money, but we have a buffer due to fund raising. Under control so long as we don't get any unplanned expenses.

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

a. Neighbourhood Plan document

I. Progress of Reviews

Initial Draft NP document had been previously emailed out to all committee members. A copy has been sent to Sutton Parish councillors, and to our CBC Ward councillors – Adam and Tracy (with parish council permission). Feedback from these groups requested by 10th March.

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

Darren was in Cardington on other business and had met Mike Myers from BRCC by chance. Darren notified him that we may want to revert

back to having trees on the land in CBC's original draft Local Plan designated as the Countryside Gap, as an aspiration.

III. Strategic Environmental Assessment

Darren has sent the initial draft Neighbourhood Plan to Tom Price at CBC to start the Strategic Environmental Assessment.

b. Consultation Report

Helen working on this. Darren to provide Helen will all the images\photos he has e.g. Photos of open workshop\presentation events with parishioners, leaflet drops etc. Info from the web-site will also be collated. This will be put into the Consultation Report document. It will include a summary of the results of the questionnaires. Leaflets will be an appendix. GI Plan not to be put in this document, but it will be referred to in the main NP document. Once a draft complete Helen will then ask Sally whether it is too much or not.

c. Background Evidence Report

I. Wildlife Survey

Mike has managed to give about 125 people a wildlife survey form, and half of these people are already actively working on it. Will be calling in February's results next week, and collating them. Then request people carry on in March. Parish divided up into zones – Zone 1 is quite heterogeneous and well-covered with volunteers so could be split into zones 1a, 1b, 1c. Two known neighbours as active in zone 3, but zone 4 does not have any volunteers as yet.

II. Documenting our trees and hedges

The existence of local trees was recorded many years ago, but could be out of date.

Action 17.6.c1: Darren to ask Sally about the importance of recording trees and hedges, to put into the Evidence Report.

III. General\Other

Include drainage within Landscapes section of evidence report, and the main NP document too, including DEFRA maps.

d. Support from Locality

I. Design Codes

Locality AECOM visited last Thursday, two people arrived. Had a chat on what we wanted to achieve (they had already seen the initial draft NP document). Walked down through village. They agreed with the character areas and they looked at the allocated site at Clay End. Spoke with the land owner who showed them his outline plans for the site. AECOM were very interested on the ford and flooding around it, and suggested it is important that we protect the ford. They were also supportive on not wanting construction traffic through the village. Areas discussed were Housing Needs Survey, aspirations of parishioners e.g.

linear nature of housing, and styles of housing. AECOM draft report due in three weeks time.

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

Still not heard yet on this

e. Update from Meeting with CBC (Tom Price)

Tom's list of steps that still need to be taken seem to put timescales well into 2021. However Darren and Mike met with Tom to discuss the steps in more detail and it appears that several activities can happen in parallel. We are optimistic that based on the pace we are going at, we may be able to have the Referendum in the Autumn. Tom has agreed to produce more maps which we can use in the NP document and Background Evidence Report.

f. Timescales for next steps

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

Waiting for responses back from reviewers:

- Committee Members
- Parish Council
- Tom at CBC
- Sally Chapman (Planning Consultant)

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.

Consultation report and Evidence Report not needed for initial consultation phase – only needed for Inspection.

Wildlife survey really needs to take 6 months – evidence document needed by June/July time for examination.

7. Any Other Business

Darren cannot make Parish Council meeting next Monday. Darren will send update to Colin Osborne – Parish Council clerk.

8. Date and Arrangements for Next meeting

There being no further business, the meeting closed at 9.15pm.

Next steering committee meeting is **Thursday 26th March at 8:00pm** at Garth House.

Signed Chair

Dated.....

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.....

Steering Committee Meeting 19

30th April 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	Libby Gardner (EG)	Committee Member
Stefan Senger (SS)	Committee Member		
Helen Kapur (HK)	Committee Member		
Briony Giddings (BG)	Committee Member		
Claire Brooker (CMB)	Note-taker		

1. Apologies for Absence

Apologies from Chris and Libby.

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

No new declarations.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 18 of 26th March 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 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). **Completed.**

Previous Action 18.5.b1: Darren to obtain a new quote for services from Planning Consultant (Sally) for next financial year. Darren has forwarded the new quote from Sally to committee members. **Completed.**

Previous Action 18.5.b2: Darren to apply for grant funding once the 2020/21 grant funding scheme is open. Facility to apply for this year's grant only just opened, to be discussed later in this meeting. **Ongoing.**

Previous 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 in committee meetings, and return the appropriate funds. Darren confirmed with the Parish clerk that a cheque of £1378.76 has been returned to Locality. **Completed.**

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

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

5. Financial Update and Approvals

a. Current Financial Status and Forecast

When the part of the 2019/20 grant not spent, is returned to Locality, we have £288.68 of ready funds left (based on £402 that were acquired previously through fund raising plus the £20.02 left over from previous grant of 2018/19, minus the two initial survey money costs and the cost of the banner, as shown on the Financial tracker). Parish Council would prefer us to only use the £598 they have budgeted only if absolutely necessary. Forecast includes further work by Planning Consultant, referendum costs and printing costs needed for 2020/21 financial year. Also cost for the NP web-site needs to be catered for – though Parish Council may budget for this in future years.

b. Grant application and proposed budget for 2020/2021

Future Budget costs were discussed:

£1050 – Planning Consultant
£120 – Reg 14 consultation booklets
£128 – drop-in maps/printing for drop-in events
£25 – paper and ink
£120 – website (parish council were asked to budget for this)

£250 – Referendum printing, etc. costs (2021/2022)

All present agreed that Darren could apply for a new Locality grant on that basis.

c. Approval of £120 for 150 x8 page A5 booklet printed for regulation 14 consultation

All present agreed to this.

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

a. Covid-19 impact and Coronavirus Act 2020 changes

I. New referendum date – 6th May 2021

Based on Coronavirus Act 2020, we can not have a NP referendum until 6th May 2021 at the earliest, though in the meantime a pre-referendum plan now has as much weight as an agreed post referendum plan. Reg 14, Reg 16 and Inspection all need to have been completed though.

Whether we could progress with Reg 14 in the current climate is not clear – Locality indicate that it is possible so long as social distancing guidelines as per current Government advice are adhered to. But the neighbourhood planning officer at CBC did not think we could progress as it is thought that it is mandatory to have copies in the local libraries for parishioners to look at, and local libraries are still currently closed. The CBC neighbourhood planning officer said he may get more clarity after a session coming up. We should get an update around mid-May, but we need to be ready to go as soon as it's clear to go.

Hopefully we will be able to deliver leaflets through doors in the parish, and put up notices on the noticeboards.

b. Neighbourhood Plan document

I. Strategic Environmental Assessment outcome

CBC consulted with Natural England, Historic England and the Environment Agency in accordance with Regulation 9 of the SEA Regulations 2004. Central Bedfordshire Council, as the responsible authority, has determined on 2nd April 2020 that a strategic environmental assessment (SEA) of the emerging Sutton Neighbourhood Plan is not required as it is unlikely to have significant environmental effects.

II. Progress of Document Reviews

Darren thanked everyone for their updates. Version 0.6 uploaded now to Google Drive. Only two more maps needed from CBC Planning Officer:

- Policies Map to be updated with proposed new position of a Village Hall, and proposed position for a new graveyard
- Provide an additional map covering agricultural Best and Most Versatile (BMV) agricultural land

III. Approval to send to parish council for their approval to move to Reg 14

All present agreed that Draft NP document could be sent to Parish Council for approval to progress to Reg 14. Darren to email it to Parish Clerk, in order to distribute it to the parish councillors.

c. Support from Locality

I. Design Codes

AECOM (the Locality commissioned architects that were providing this technical package) have issued their latest document and **all present agreed** that this was OK.

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

Locality have agreed to provide the EBPD technical support to assist us in checking our policies and the evidence behind them. We can still engage them to work in parallel as we progress. Policy areas we would specifically like them to look at are those covering:

- a) RC2 - Trees and Hedgerows
- b) RC3 - Important Green Gaps
- c) RC4 - Natural resources (soils, etc. - to protect the high-quality farmland, including the unique mix of high-quality soils and water)
- d) RC5 - Watercourses
- e) ND2 - Housing Mix policy

d. Regulation 14 Consultation

I. Approval to commence Regulation 14 consultation as soon as we are able

All present agreed that we should progress with Reg 14 as soon as the rules around Coronavirus allows us to.

II. Drafting of page 8 page A5 booklet (similar to Pottton) and covering letter

This is the next priority now.

III. When to start Regulation 14 consultation

All present agreed that we should progress with Reg 14 as soon as the rules around Coronavirus allows us to.

e. Consultation Report

Helen has worked on this – had become a large document of about 200 pages, now it more manageable with Appendices as separate files. About 20 appendices of various sizes. This document is only required for the Inspector at the

inspection stage. Darren and Helen to have another Zoom videoconference call to discuss.

f. Background Evidence Report

I. Natural Environment, incl. flora, fauna and natural resources

Mike has produced this section of the Evidence report which Darren has reviewed up to now – but other committee members to review. Mike asked whether he could pass onto the Bedfordshire Geology Group so that they could check the technical content, especially natural resources such as soils – all present agreed.

Sutton fauna section based on surveys collected by parishioners in February, March and April. Survey will carry on until end of May in case of any other additions. RSPB representative had remarked that the results of more than 50 species of bird being spotted was phenomenal.

Darren and Mike to have a video call to finish off loose ends on the Background Evidence Report – Mike has put together evidence on the “natural environment’ and Darren the “developed environment”.

II. Built Environment / Other

Darren has put this together under “developed environment” and will send out the whole document to committee members once consistently formatted. Darren to check whether Parish Council need to pre-approve the whole Background Evidence Report (in addition to the main draft NP document) before Reg 14 consultation takes place.

Action 18.6.f1: Darren to check with CBC Planning Officer whether the Background Evidence Report needs to be pre-approved by the Parish Council (in addition to the main draft NP document) before Reg 14.

7. Any Other Business

None.

8. Date and Arrangements for Next meeting

There being no further business, the meeting closed at 8:39pm.

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

Signed Chair

Dated.....

Steering Committee Meeting 20

28th May 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	Briony Giddings (BG) 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 Briony and Chris.

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

No new declarations.

3. Agreement of Minutes of Previous Meeting

Minutes of the meeting 19 of 30th April 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 has raised with Adam Zerny again. Adam has asked for more info on the number of trees involved. **Ongoing.**

Previous Action 18.5.b2: Darren to apply for grant funding once the 2020/21 grant funding scheme is open. Facility to apply for this year's grant only just opened, to be discussed later in this meeting. **Completed.**

Previous Action 18.6.f1: Darren to check with CBC Planning Officer whether the Background Evidence Report needs to be pre-approved by the Parish Council (in addition to the main

draft NP document) before Reg 14. CBC Planning Officer said that it does not have to be, but it is good practice to do so. Stefan & Libby agreed that the Evidence Report could be sent through to Parish Council as soon as it is complete, which should be soon. **Completed.**

5. Financial Update and Approvals

a. Current Financial Status and Forecast

The unspent funds from the second Locality grant (denoted as “G2” on the Financial Tracker) within the 2019/2020 year has been returned to Locality. The new grant applied for 2020/2021 will be denoted as “G3” on the Tracker.

b. Update on grant application

Darren had received a confirmation email from Locality the day before to say that the new grant for £1,378 has been approved and should be in the parish council’s account by the following week.

c. Update on budget for 2020/2021

Darren had received a confirmation email from the clerk of Sutton Parish Council to say that a budget of £2209.68 had been approved by the parish council, and permission delegated to the NP Steering Committee for expenditure on the Neighbourhood Plan for 2020/2021. This figure includes the third Locality grant of £1,378 which Darren had recently applied for, to cover 2020/2021.

It was also noted that the allowance for this type of Locality grant has actually increased by £1,000 this financial year, but we have not applied for this additional amount in the latest application. It is possible if need be to apply for the additional amount later.

d. Approval of £1,050 for Planning Consultant

Darren proposed that the Purchase Order gets raised for this.
All present agreed to this.

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

a. Neighbourhood Plan document

i. Parish Council approval

Sutton Parish Council approved the Neighbourhood Plan. The Council gave thanks to the Steering Committee for all the work they have done.

b. Support from Locality

I. Design Codes

Design Codes piece complete and Parish Council have approved the document. CBC Planning Officer was complimentary about the document and has passed a copy to the Planning department.

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

The consultant engaged by Locality for this piece of work had indicated that in their opinion we should not move to Regulation 14 consultation without them having fully completed their work. Darren expressed concern to them that we wanted to move to Regulation 14 very soon so he sent them a copy of the NP document and the Background Evidence Report. Contractually the consultants have until August to complete their piece, and did not want to commit to timescales until they have seen our documents. A planned videoconference with the consultants is due on the 8th June.

Action 20.6.b1: Darren to update Steering Committee members by email concerning the 'Evidence Based and Policy Development' work after the videoconference.

c. Regulation 14 Consultation

I. Update on Regulation 14 consultation timescales/status

The CBC Planning Officer has updated Darren on the fact that he attended the latest Planning Officers' Seminar which covered special processes in the current climate. The Planning Officer still needs to finish writing notes about this and get them legally checked for CBC – but we should hear more from CBC in 2 to 3 weeks' time about what is happening. We should know by the next committee meeting whether we can go ahead. For example, the government guidance may say that we do not need library openings so long as we deal with issue of some people not having access to the Internet e.g. having a booking system at the Village Hall to limit the number of people within at any one time, regular sanitation\cleaning processes in place etc. Village Hall committee still working out what to do in this respect generally with re-introducing Village Hall events.

The list of Landowners we have needs to be reviewed, and a current list of only Landowners affected by the NP (ie not necessarily all landowners) need to be contacted just before Regulation 14. The remaining landowners can be notified during Regulation 14.

Action 20.6.c1: Darren and Mike to look at maps and create list of current landowners affected by the NP that need to be notified just before Reg 14 starts.

II. Drafting of 8-page A5 booklet (similar to Potton) and covering letter

Not compulsory to do this for Regulation 14, but may be a good idea to do.

Discussion on who could work on this – Darren could start.

d. Consultation Report

Helen has worked on this primarily – Helen has sent it out to committee members to review. The initial overview document is quite light, the content is within the Appendices. Comments from the committee members included having the names of the Committee members listed in the main overview document with any professional initials included; but it was noted that the names of the committee members were listed in one of the Appendices anyway. Mike recommended that the timeline\timetable of committee meetings should be highlighted to show that we have been very thorough in having regular meetings.

Action 20.6.d1: Darren to put all the committee meeting minutes into the consultation report as an appendix – as a PDF.

Action 20.6.d2: Darren to give Helen photos of the ‘walk and talk’ to put into the report.

Action 20.6.d3: Libby to give Helen photos of the Flower Festival to put into the report.

e. Background Evidence Report

I. Part 1 of 3 – Introduction and General Information

This part has been primarily written by Darren in conjunction with Mike. Helen has already fed comments to Darren on the content via email.

II. Part 2 of 3 – Natural Environment, incl. flora, fauna and natural resources

Mike has primarily written this in conjunction with Darren. Darren, Claire and Helen have already given feedback to Mike.

Mike has raised the issue that we need to make sure that all parts of the Evidence based document should interface smoothly with the main NP document. Mike also raised the issue that Flora had not been covered by himself – Darren apologised and said this was a typographical error in the agenda.

Stefan said that he would review this part of the Evidence Report over the weekend and send comments to Mike, before Darren and Mike have their zoom conference on Tuesday to further discuss the Evidence report.

Action 20.6e1: Stefan to review the Background Evidence Report and give feedback to Mike and Darren.

III. Part 3 of 3 – Built Environment / Other

This part has been primarily written by Darren in conjunction with Mike. Helen has already fed comments to Darren on the content via email.

7. Public Update Communications

Darren has already updated the NP Website and the Facebook page, but no update leaflets or notices on Noticeboard yet. Notices could be based on what is now on the Web-site and Facebook page.

8. Any Other Business

None.

9. Date and Arrangements for Next Meeting

There being no further business, the meeting closed at 8:42pm.

Next steering committee meeting is **Thursday 25th June.**

Signed Chair

Dated.....

Steering Committee Meeting 21

25th June 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	
<i>Sally Chapman (partial attendance) Consultant</i>		

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 20 of 28th May 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 has raised with Adam Zerny again. Adam has asked for more info on the number of trees involved. **All agreed** that, although this is a concern for the village, it is an issue outside the purpose of these Neighbourhood Plan meetings and so could be removed as a matter from these minutes. **Completed.**

Previous Action 20.6.b1: Darren to update Steering Committee members by email concerning the 'Evidence Based and Policy Development' work after the videoconference. **Completed.**

Previous Action 20.6.c1: Darren and Mike to look at maps and create list of current landowners affected by the NP that need to be notified just before Reg 14 starts. Darren not done anything on this but Mike has updated the list of landowners. **Completed.**

Previous Action 20.6.d1: Darren to put all the committee meeting minutes into the consultation report as an appendix – as a PDF. Darren has done this and emailed Helen. **Completed.**

Previous Action 20.6.d2: Darren to give Helen photos of the 'walk and talk' to put into the report. **Completed.**

Previous Action 20.6.d3: Libby to give Helen photos of the Flower Festival to put into the report. Libby gave Helen photos from Flower Festival 2018. Mike has some photos too from other years. **Completed.**

Previous Action 20.6e1: Stefan to review the Background Evidence Report and give feedback to Mike and Darren. Thanks was given to Stefan for this. **Completed.**

5. Financial Update and Approvals

a. Current Financial Status and Forecast

Briony to send out Tracker again, not changed since last meeting.

b. Update on budget for 2020/2021

No change from last meeting.

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

a. Neighbourhood Plan document

Discussed below within EBPD agenda item.

b. Support from Locality (Evidence Base & Policy Development (EBPD))

Darren and Helen had a Zoom call 2 weeks ago with the EBPD consultants. The consultants suggested that we should wait until they have completed their work before going to Reg 14, otherwise there is a risk that we may have to repeat Reg 14 consultation process again.

Darren described the relative timescales of an 'Option 1' (to not wait for the EBPD piece to be finished before Reg 14) and an 'Option 2' (wait for EBPD work to be completed before Reg 14). Option 1 would allow us to go to Referendum by May 2021 but timescales were tight. Option 2 indicated that referendum might be slightly later.

Darren said that there was some good feedback from consultant, which we could take on-board and not significantly change the document – but there was other feedback which would change it significantly – the problem is whether we could start Reg 14 now and also whether we could accept the consultant's feedback as reg 14 feedback just like any other feedback.

Sally Chapman (our own Planning Consultant) joined the meeting at this point at 20:15. The committee explored the approaches and different options with Sally.

Sally gave us an update on Tom's (at CBC) progress on issuing the guidance for regulation 14 consultations during the Coronavirus epidemic, as she had just recently spoken to him. He had completed the guidance document but still waiting for approval within CBC. So, we should not go to Reg 14 consultation yet until the guidance had been approved.

Sally said that our plan is good as it is, but maybe could do with some tidying up and re-organising as mentioned in parts by the EBPD consultant. Sally said she is happy to help.

Sally advised that we don't need to publish the EBPD report, it is just a critique of our document – so going forward we just need to take on board the re-wording advice where applicable and issue the NP document for Reg 14 based on that.

All committee members present agreed that we should thank the EBPD consultant for his hard work, and that we would take on board his advice; and as CBC have not issued the guidance yet, we may as well take the opportunity during this delay to continue the EBPD work, and incorporate the parts that are appropriate for Sutton and our neighbourhood plan.

c. Regulation 14 Consultation

i. Update on Regulation 14 consultation timescales/status

For Reg 14, Darren said that it needed to be inclusive of all parishioners and not all parishioners have access to the Internet. Sally said that best practices dictate that Reg 14 should include face-to-face discussions with parishioners as you may get negative comments if the plan is not understood properly, and so people need the chance to ask questions and have interactive face-to-face discussions on it.

Sally advised the following documentation should be available for Reg 14:

Neighbourhood Plan main document

Design Codes document
G.I. Plan
Background Evidence Report
Consultation Report

There was a discussion about the immediate next steps – Darren and Helen to have a call the next day with the EBPD consultant – will encourage him to complete his work as soon as possible. Aim now to commence Reg 14 in late August subject to CBC giving us guidance and approving procedures around consultations during the Coronavirus pandemic.

Mike said that Sally's input had been very helpful, and the committee all thanked Sally.

Sally left the meeting at this point at 20:49

II. Drafting of 8-page A5 booklet (similar to Potton) and covering letter

Not discussed.

d. Consultation Report

I. Progress Update

Briony informed Helen when they moved to the village, to help in the consultation report.

Action 21.6.d1: Helen to ask Chris when he moved to the village. This is for the list of committee members in the appendix of Consultation Report.

e. Background Evidence Report

I. Part 1 of 3 – Introduction and General Information

Discussed as a whole below

II. Part 2 of 3 – Natural Environment, incl. flora, fauna and natural resources

Discussed as a whole below

III. Part 3 of 3 – Built Environment / Other

Mike gave thanks to **Helen** and **Stefan** for their comments.
Discussed as a whole below.

Background Evidence report (BER): All committee members present in meeting have seen the BER as it stands now and are happy with it. Zoom call next Tuesday with **Mike, Darren** and **Helen** to discuss further.

7. Public Update Communications

We have to wait for Tom at CBC to get back to us on what procedures to follow for Reg 14, before we can provide further public updates. Mike said we could think of some proactive actions to do in the meantime, though Stefan advised that the Village Hall is not open though discussions are taking place on how to open it.

8. Any Other Business

None.

9. Date and Arrangements for Next Meeting

There being no further business, the meeting closed at 9:02pm.

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

Signed Chair

Dated.....