

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 01 April 2014
Sutton St. Nicholas Village Hall

Minutes

Present

Andrew Ashcroft
Adrienne Bryce
Liz Connors
Ian Nicholas
Tony Walmsley

Apologies for absence

Cllr Ron Gow
Karen Morgan
Tony Ford

1. Review and approve previous minutes (04/03/2014)

No comments on the minutes; these were approved.

2. Declarations of Interest

None.

3. Actions from the last group meeting – 04/03/2014

- Information to add to village website – this action is part of the communication strategy; see section 8
- Arrange meeting with a similar Herefordshire Parish Council – Liz Connors has had a brief discussion with Derek Rowlands about the Eardisley Neighbourhood Plan, weblink <http://www.eardisleygroupplan.co.uk> - it was agreed at the meeting 01/04/2014 that it is too premature to have a meeting with them now as we do not have a clear idea of the information we would like to glean from them
- Main objectives for the NDP (section 8 of the minutes dated 04/03/2014) – ‘objectives’ will be changed to ‘themes’ with one other to be added – use of land or buildings for small business – the reason for changing objective to theme is to allow for these to change depending on community feedback

4. Group and Communication Strategy Meetings – 18/03/2014

A summary of both meetings was given; the details are in a mail sent 20 March and appended to these minutes.

5. Grant Application

The application has been submitted as confirmed by Tony Ford by mail prior to the meeting.

6. Project Plan

As detailed in the minutes 04/03/2014, the group objectives were listed, these are now the ‘themes’ for the NDP with one addition (F):

- a. Protection of open spaces
- b. Establishing the settlement boundary
- c. The number and type of houses to be built – create a design policy
- d. Protection of orchards and the landscape
- e. Environmental impacts – flooding, sewage, Sutton Walls

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- f. use of land or buildings for small business

The project plan was reviewed with a summary of tasks completed and those remaining from **March** to do.

Stage 1 – pending

- Sign Service Level Agreement – Parish Council
- Agree Project plan and budget proforma – Project Group and Parish Council – agreed by project group **and by Parish Council?**

Stage 2 – responsibility Project Group - pending

- Identify key partners and stakeholders including potential developers and landowners – moved to April on project plan
 - o Engaging with key partners and stakeholders
 - Once the funding is through and money can be spent on information materials (banners, maps etc), local groups should be targeted in order to spread the message and obtain feedback(WI, gardening club, Mother's Union etc)
 - o Identify landowners
 - Andrew Ashcroft will send a web link to the Strategic Housing Land Availability Assessment – this will help us to identify landowners and it will also show those landowners that have expressed an interest in selling land for development
 - Tony Walmsley and Andrew Ashcroft will meet to share information on landowners in the Parish
 - It was agreed that the landowners would be approached individually initially and this will take place after the questionnaires in September have been analysed so that we have concrete information to provide on what the community wants
 - o Identify house builders
 - It was suggested that a letter would be sent to all house builders to explain the NDP and what we are doing
 - As with the landowners, contact would be made after the analysis of the September questionnaires
 - **How to identify house builders was not confirmed**

Stage 4 – responsibility Project Group - pending

- Agree dates (distribution/close), distribution, method, how to ensure completion of questionnaire
 - o **The date is to be agreed for sending out the questionnaire**, but the distribution method, method for completion and return has been agreed – questionnaire will be hand delivered and also collected by hand on a set date, but with the option for a drop off point (the pub for example)

Immediate Actions:

- Weblink to be provided – Andrew Ashcroft
- Meeting to be planned between Andrew Ashcroft and Tony Walmsley

Future Actions (part of communication strategy):

- Contact and meet with local groups
- Identify and meet/contact landowners and house builders
- Agree date for questionnaire distribution and return

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7. Sutton NDP Environmental Assessment

Assistance is required to help the group understand what assessments are necessary, how to go about doing them etc. It was agreed that Ted Bannister would be invited to the next NDP meeting on the 06/05/2014 as he is a source of information and advice (what information is already available, how do we access it, what and how much technical support is needed, costs).

Action:

- Adrienne Bryce to contact Tony Ford to ask that he invite Ted Bannister to the next meeting

8. Communication Strategy

Previous actions update:

- Article for the Sutton News (May publication) - draft written by Liz Connors and circulated to the Communications Group for comment; it was shown to the rest of the group at the meeting – this will also appear on the Parish website
- Ian Nicholas has drafted a letter to circulate to all Parishioners and circulated to the Communications Group for comment; this will be e-mailed to the whole group for comment; Ian requires comments back by the 20/04/2014 so that it can be finalised at the next meeting 06/05/2014 – this will be letter dropped across the Parish in June
- NDP stall at the Sutton Fete – Tony Ford has sought approval for us to have a stall which has been granted – 12/07/2014, venue not confirmed

Other actions pending:

- Open evening – an event will be organised in September (open evening) which will be held before the questionnaire is sent to all residents. The questionnaires will need to be returned/collected by the end of September so that the analysis can be done in October
- Large map of Sutton - Tony Ford will look into the costs of having a large map of Sutton which can be transported and used at all events

Agenda Items for next meeting – 06/05/2014, 19:30

- Environmental Impact Assessments
- Funding application progress
- Project plan update
- Communication strategy update

Tony Walmsley
Chairman

06 May 2014

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Summary of meetings held 18/03/2014 – Project Group and Communication Group

Communication Strategy

There will be four phases – awareness, engagement, contact, evaluation.

Actions:

- Liz Connors will write an article for the Sutton News (May publication)
- This will also appear on the website – Tony Ford to do?
- Ian Nicholas will simplify the text from the letter sent in December to all residents “what is a neighbourhood plan” and this will be sent to everyone as a letter drop in June
- The Sutton Fete is on the 12/07/2014 and the NDP project will be launched at the Fete – as a courtesy, Tony Ford will seek agreement from the Fete organisers that we can do this
- An event will be organised in September (open evening) which will be held before the questionnaire is sent to all residents
- The questionnaires will need to be returned/collected by the end of September so that the analysis can be done in October
- Tony Ford will look into the costs of having a large map of Sutton which can be transported and used at all events

Grant proposal

Tony Ford circulated prior to the meeting the draft budget sheet. This is a standard template provided by the Herefordshire Council. Tony talked the group through each item and explained how he came to determine the costs with each item. The total is £11,750.00 to complete the whole project. Consultancy has the highest cost, followed by printing. The grant would cover up to £7000 (if we applied for the full grant) and the rest would come from other funding (Parish council).

The grant money has to be spent by the 31/12/2014, whatever is not spent will be returned. All activities with a cost associated to it that cannot be completed in 2014, will be funded by the ‘other’ funding.

The group agreed in principle with the budget sheet.

Action:

- Tony Ford will be meeting with Ted Bannister on the 21/03/2014.

Project Plan

Tony Ford circulated prior to the meeting, a draft of the Sutton NDP project plan. The project plan is divided into 6 stages:

1. Getting started – defining neighbourhood area – form steering group
 - a. The Parish Council and Community Approval step is complete as is the Defining the Neighbourhood Area
 - b. Partially complete is the 3rd step of this stage, Form Steering Group – of the 10 steps, 6 are pending, 3 due in March for completion and 2 in April
2. Initial preparation of the draft NDP
3. Information gathering – getting to know your Neighbourhood Area and its context

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4. Writing policies and identifying projects, undertaking in depth community consultation
5. Testing and approving your Neighbourhood Development Plan – ensure the plan works for the community
6. Delivering and monitoring the plan

Tasks for March 2014 as shown in the plan

Stage 1

Agree and set-up process to ensure flow of information between Parish/Town Council and Steering Group – responsibility Project Group C
Complete fill in project plan – responsibility Project Group P
Complete/fill in budget proforma – responsibility Project Group P
Ensure aims and objectives of doing a NDP are clear/understood – responsibility Project Group C
– changed to Project Group

Stage 2 – responsibility Project Group

Identify key partners and stakeholders including potential developers and landowners
Develop communication and engagement strategy (what/who/how/when/why)
Ensure that strategy is inclusive and accessible to all
Information/awareness raising community event(s) (based on communication and engagement strategy)

Stage 4 – responsibility Project Group

Agree dates (distribution/close), distribution, method, how to ensure completion of questionnaires

Actions:

- Review the project plan to determine whether there are any missing actions that should be on our plan or any of the suggested actions that do not apply
- Review the actions to be completed in March so that we can amend the project plan if needed
- Assign tasks not directly linked to the communication or project group to group members