Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 02 December 2014
Sutton St. Nicholas Village Hall

Minutes

Present
Andrew Ashcroft
Cllr Richard Andrews
Ted Bannister
Adrienne Bryce
Liz Connors
Tony Ford
Cllr Ron Gow
Ian Nicholas
David Nicholson
Tony Walmsley

Apologies for absence
None

1. **Review and approve previous minutes (11/11/2014)**

   No comments on the minutes; these were approved.

2. **Declarations of Interest**

   None.

3. **Actions completed since the last group meeting – 11/11/2014**

   - Questionnaire - Adrienne to collate answers from questionnaires by the end of November and distribute results to the group.

4. **Project plan review and update**

   Budget spend/updates

   Spreadsheet provided by Tony F to the group; please refer to this hand out. The grant has to be spent by the 31 December 2014 (£2400 remaining). As agreed by the group, monies will be allocated to the analysis of the questionnaire.

   Andrew informed the group that a newsletter will be coming out soon about government funding provided for the development of neighbourhood plans; this will be of interest to all NDP groups.

   Meeting with the Landowners

   This has been pushed back to February 2015 as by then we will have the analysis of the questionnaires and usable data to present. **See action 1.**

   Website development

   The dummy site for review will be available w/c 08/12/2014; it will be reviewed and approved by Tony F and Judy Stevenson. It is planned for the updated website to 'go live' 01/01/2015. **See action 2.** Tony F will keep the NDP part of the website up to date.

   Evidence Based Summary

   Contaminated land report on Sutton Walls. Tony F will distribute the report once he receives it and upload it to the Sutton website. **See Action 3**.

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Questionnaire

The tick box answers to the questions have been collated in an excel table; all questionnaires returned at the time of this collation (219) were passed to David so that he could determine how best to pull together the comments and markings on the maps.

At the meeting, 2 further questionnaires were provided from late returners and it was agreed that if any further questionnaires are returned, they will not be included in the analysis. Adrienne will add the data from the two recent questionnaires and send them to David – complete post meeting.

Prior to the meeting, David analysed the comments from two questions (16 and 20) and presented them to the group. It was agreed that David will continue to analyse the rest of the comments. Taking this analysis and the data from the excel table, this will all be used to generate a report summarising the answers; information from the report will then be extrapolated and used as required i.e. at the landowners meeting, for the website, at the next fete etc. **See Action 4.**

The group discussed using the January issue of the Sutton newsletter to present the top 10 outcomes from the questionnaire. **See Action 5.**

Update to the Project Plan

The sections of the plan relating to the writing of the plan, finalisation of it and submission have been revised. The group will aim to have the plan ready or consultation by the time of the next fete, summer 2015; the fete will form part of the consultation.

Once the plan has been submitted (October 2015), the work of the group according to the project plan will be complete.

Update to draft Neighbourhood Development Plan

David will continue to work on the plan once the analysis for the questionnaires is complete.

SUMMARY OF ALL ACTIONS

1. Meeting with landowners – pushed to February 2015; meeting to be planned – ALL.
2. Website development – go live planned for 01/01/2015 – Tony F.
3. Contaminated Land Report, Sutton Walls - Tony F to send out the report once available and upload to website.
4. Questionnaire – David to complete questionnaire analysis in readiness for presentation at the group meeting 06/01/2015.
5. January newsletter – Tony W/David N to write article for Sutton News; top 10 findings – deadline 15/01/2015.

Agenda Items for next meeting – 06/01/2015, 19:30

- Budget spend/updates
- Questionnaire analysis presented
- Plan meeting with landowners
- Updating the community on questionnaire results
- Updated website unveiled

Dates for the next meeting – 06 January 2015 – 19:30

Tony Walmsley
Chairman

06 January 2015