

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

**Minutes**

**Present**

Cllr Richard Andrews  
Andrew Ashcroft  
Adrienne Bryce  
Tony Ford  
Cllr Ron Gow  
Ian Nicholas  
David Nicholson  
Tony Walmsley

**Apologies for absence**

Ted Bannister  
Liz Connors

**1. Review and approve previous minutes (03/07/2014)**

No comments on the minutes; these were approved.

**2. Declarations of Interest**

None.

**3. Actions completed since the last group meeting – 03/07/2014**

- Consultancy quotes – appointment of Dave Nicholson confirmed.
- Initial meeting with consultant Dave Nicholson to be arranged; Tony Ford, Ron, Andrew to attend. To be followed-up once the appointment has been secured; complete.
- Letter drop: to take place 04-07 July 2014; Tony Walmsley to print 450 copies; distribution list provided to the group by e-mail post meeting.
- Plan for a public drop-in meetings at the Village Hall – booked for 16/09, 24/09, 27/09

**4. Project plan review and update**

**Budget spend/updates**

The grant has to be spent by the end of December, therefore the group was reminded of the importance of bringing forward any tasks requiring budget spend to 2014.

**Meet with the consultant**

David Nicholson was welcomed to the group. David will start to prepare a draft outline of the NDP and will also help to develop the questionnaire. **See action 6 and 7.**

**Inform Landowners**

The letter to landowners has not yet been sent out. Ian and Richard to collect address details and will then send it out. **See Action 1.**

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**Engaging with the community**

Website development – a meeting with the website developer has not yet taken place; a sub-group should be formed to work with the developer. Tony F will ask Liz and Judy Stevenson if they would be interested. The use of social media to reach as many people as possible was discussed; the group does not have the know how/expertise to work on this, but Tony F will discuss it with his daughter. **See action 2.**

Sutton, NDP Logo – the group has not gone any further with this. Tony F will ask Judy Stevenson to assist with the creation of a logo. The group agreed that some of the funding should be allocated to this. The logo must be available by the time the questionnaire is ready for printing. **See action 3.**

Open Meetings, attend other community gatherings – drop-in sessions planned at the Village Hall for the 16/09 and 24/09 (19:30 – 21:00) and 27/09 (10:30 – 12:30). All those in the group that can attend will do so. The intention of these meetings is to get the community to think about the vision and aims for Sutton and what the priorities are; the community will also be reminded about the questionnaire to be sent in October.

A document of Frequently Asked Questions (FAQ) will be created for the drop-in session.

- Richard will bring to the hall the display stand, map and A4 laminated sheets of the 'BIG questions' to think about
- Ian has left over sweets from the fete which can be used
- Tony W will bring the makings of tea, coffee and will bring some wine
- Adrienne will create a poster to be used within the village and the poster will be handed out at any meetings being held in September (WI, Gardner's Club, Mother's Union, Race Night, Harvest Festival, Fashion Show) and it will be put up around the village

**See action 4.**

**Evidence Gathering**

David will contact Ted and discuss these points below. **See action 5.**

Assessment of land with housing potential – Weblink provided to the group by e-mail (16/06/2014) from Ted Bannister. Ted advised that only the site adjacent to Willowcroft was considered to have some potential, but it would be worth starting the process from scratch as things may have changed.

Ted has asked his colleague James Latham to produce maps showing the constraints that exist in and around the village.

Other information – Ted Bannister can provide the group with information on highways access, flood maps, and areas of specific importance such as listed building, conservations areas. This information can be indicated on the Sutton Map.

With regards to undertaking mapping exercises of Sutton, some information is already available, Ted Bannister can provide it; the group will then decide whether any additional mapping will have to be carried out. Information provided to Tony F.

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**Questionnaire**

The group were reminded that there is 6 weeks available to the group to draft and finalise the questionnaire before it has to be distributed.

Drafting the questionnaire

David and Andrew volunteered to work on a first draft of the questionnaire which was welcomed by the group. The first draft will contain around 20 questions. Adrienne to send to David all the information that the group has already created (newsletters). **See action 6.**

Distribution of the questionnaire

Tony W has prepared a new distribution list for the group to use when distributing this questionnaire (**still to be reviewed by Liz**).

It was agreed that there is a need for professional printing of the questionnaire and ABC printing in Moreton-on-Lugg should be approached to quote.

The questionnaire should be contained within a plastic 'envelope' so that it can be left out for collection (and also drop off as not all post boxes are easily accessible). The questionnaires will be collected by hand and if the householder is not in, a note will be dropped through to say that 'we' had called and when the next call round will take place. We should also have a drop-off point in the village.

Analysis of the questionnaire

The group must consider the analysis of the questionnaire now; it was thought that the group could manage the analysis but David and Andrew warned the group not to underestimate how time consuming this task could be. This is to be discussed at the next meeting. Tony Ford will do some research on Survey Monkey to see whether this is a viable option. **See action 6.**

**SUMMARY OF ALL ACTIONS**

1. Letter to landowners: Ian and Richard will research the addresses and distribute (**Tony F** will handle any letters that have to be mailed) – to complete end September.
2. Website development: form sub-group to work with developer and consider use of social media – Tony F to action.
3. Sutton NDP Logo – **Tony Ford** to discuss logo development with Judy Stevenson; a logo needs to be created by end of September.
4. Drop-in sessions
  - a. A document of Frequently Asked Questions (FAQ) will be created for the drop-in session. Tony W to do.
  - b. Richard will bring to the hall the display stand and map
  - c. Ian has left over sweets from the fete which can be used
  - d. Tony W will bring the makings of tea, coffee and will bring some wine
  - e. Adrienne will create a poster to be used within the village and the poster will be handed out at any meetings being held in September (WI, Gardner's Club, Mother's Union, Race Night, Harvest Festival, Fashion Show) - Tony F to put up posters in the village, all group members to hand out posters if any of the above are attended
5. David to contact Ted Bannister to discuss:
  - a. Information available on the 'assessment of land with housing potential' map to explain why some land has significant constraints or no potential; information from James Latham showing the constraints in and around the village is pending.

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- b. Information on highways access – still pending?
  - c. Availability of flood maps
  - d. Mapping exercises – information already available. Tony Ford to circulate to the group
6. Questionnaire
- a. David and Andrew to prepare first draft of around 20 questions – first draft to be e-mailed by 16/09/2014
  - b. Adrienne to send newsletters, Sutton News articles to David – complete
  - c. Tony Ford to research using Survey Monkey – feedback expected 30/09/2014 at the next meeting
7. Drafting the Neighbourhood Development Plan – David will start to work on the outline and may have it available in the first week of October (around the 03/10/2014).

**Agenda Items for next meeting – 30/09/2014, 19:30**

Project plan review and update

- o Budget spend/updates
- o Website development and logo
- o Feedback on drop-in sessions
- o Evidence gathering
- o Development of the questionnaire and distribution
- o Analysis of questionnaire
- o Draft outline of NDP

**Dates for next meetings**

30 September 2014 – 19:30

Tony Walmsley  
Chairman

30 September 2014