

Newton Neighbourhood Plan Meeting

Thursday 22 February, 8pm,

Saracens Public House, Newton

1. Present. Jon Acton, Barry Coleman, Vivienne Coleman, Sue Crawte, Louise Evers John Hills, Graham Parry, Teresa Parry, Paul Presland, Sue Presland Rita Scwenk, Laura Smith, Kate Waterworth, Mel Yolland	Action assigned to:
Apologies were received from: Anthony Burdis (Church Road) Kathryn Burdis (Church Road) Dave Crimmin (Sudbury Road) Paul Devlin (Grove House, on the golf course green)	
2. Welcome and introductions: Paul Presland (PP) welcomed everyone to the first Neighbourhood Plan group meeting. PP advised he was happy to Chair and lead this first meeting, however, an independent Chair, not a Parish Councillor needs to be sought as this needs to be a community led plan. Future Chair to be agreed and appointed during the first meeting. PP advised that 15 residents plus 3 Parish Councillors volunteered to be involved in the production of the Newton Neighbourhood Plan (NNP) and this would be the core group. A secondary support group may be required; however, this can be established at a later date. Reference was made to the Lawshall Plan, which was passed following a referendum and seen as a good example of a NP as there are similarities between the village of Lawshall and Newton. Details of the Lawshall Plan were circulated to all NNP volunteers prior to this meeting. PP advised that the NP could take up to 2 years to compete and would need consultation with the community throughout the process. The Newton NP period would cover 2018 – 2036. PP invited introductions from around the table to include the road they live in to gauge which roads in the village were represented. Attendees: Sue Presland (SP) (Church Road) Melanie Yolland (MY) (Links View and minute taker for this meeting) Graham Parry (GP) (Sudbury Road) Barry Coleman (BC) Sudbury Road Vivienne Coleman (VC) Sudbury Rd Kate Waterworth (KW) (Church Road) Jonathan Acton (JA) (Church Road) Louise Evers (LE) (Little Green) Sue Crawte (SC) (Church Road)	

<p>Rita Schwenk (RS) (Sudbury Road) Laura Smith (RS) (Airey Close) John Hills (JH) (Sackers Green) Teresa Parry (TP) (Sudbury Road) PP stated there was no representation from Plampin Close, Nicholson Court, Rectory Road and Alston Close and perhaps representation from these roads should be sought.</p> <p>Suggestion was made that residents in these roads could be approached to see if they wanted to be involved. Residents could be approached during the monthly coffee mornings.</p> <p>It was agreed that as the core NNP group has 15 volunteers (12-15 is suggested as a good basis for a core group and a similar number formed the basis of the Lawshall core NP group). If other residents came forward to represent these other roads, they could form part of a secondary group to help support the process and take the NP forward.</p>	
<p>ACTIONS: Approach residents in Plampin Close, Nicholson Court, Rectory Road and Alston Close to provide them the opportunity to be included in the Neighbourhood Plan process.</p>	<p>ALL</p>
<p>3. Understanding what the plan involves PP gave some background on what a Neighbourhood Plan is and what it isn't. Suggestion was made that members of the group work in pairs on maybe 2/3 things then no one will feel isolated, especially as we are all volunteers and it will act as a contingency if someone drops out later down the line. It would also help with sharing key skills and experiences across the group.</p> <p>PP spoke about the Lawshall Neighbourhood Plan and that he had recently met with the Chair of the Lawshall NP group and had gained a greater understanding of what was involved – which he explained to the group. PP advised that Dave Crimmin and MY both had a good understanding of the Neighbourhood Plan process as Dave Crimmin was former Newton Parish Clerk and is currently Parish Clerk for other Parishes who are undertaking Neighbourhood Plans. PP cited Great Waldingfield as an example. MY explained her role as a Communities Officer at Babergh District Council and her involvement with planning and other Parishes in the preparation of Neighbourhood Plans.</p> <p>PP spoke about the chequered history of Neighbourhood Plans and the process. Some NPs have been adopted and passed and others are in the process of undertaking a Neighbourhood Plan. Not all plans get adopted or pass first time.</p> <p>PP spoke about the Babergh and Mid Suffolk District Councils (BMSDC) Joint Local Plan (2014 – 2036), the National Policy</p>	

Framework and that anything that is agreed in the Newton Neighbourhood Plan needs to align with the Joint Local Plan. PP showed the group a hard copy of the draft BMSDC Joint Local Plan document. Newton is classed as a hinterland village and any development needs to be proportionate to the size of the village. Having a Neighbourhood Plan is not about stopping development, it is about consulting and agreeing collectively where development should take place, the number of dwellings and the type/style of properties/development. Currently the village has approximately 250 houses and Newton would be expected to take a % of development.

SP asked whether further hard copies of the document could be obtained from Babergh DC and shared with the group. MY advised that this request has been made by other Parishes and the response from Babergh DC was that it was not possible due to cost. However, if a Parish did want sight of the document it can be found on the Babergh District Council website. Link provided below:

<http://www.midsuffolk.gov.uk/planning/planning-policy/new-joint-local-plan/>

JH asked if it had been dictated anywhere how many new homes and what % housing types Newton would be expected to accommodate as Newton could end up with all bungalows.

MY advised that there were no set number assigned for each village and the type of dwelling would be what is identified in a housing needs survey and with consultation with villagers.

PP advised the group that Newton had already had a 10% increase in new homes in the past 5 years and that there were current applications for more development which had recently been passed (Red House Farm, application granted) and further applications which will be coming forward shortly including Red House Farm – Phase 2 and Abbey House.

PP spoke about the properties being built across the road from the Saracens which was land identified by the Parish Council in conjunction with Hastoe to build the affordable homes identified in the 2015 Housing Needs Survey. However, the landowner, Punch Taverns subsequently sold the land to a developer, Vaughan, and Blythe to build 8 properties for the open market of varying house types.

GP highlighted that as the Neighbourhood Plan will take up to 2 years to complete, there has previously been and will continue to be development in the village in the meantime. Therefore, the NP should make reference to all the development that Newton has already accepted prior and during this process.

MY added that the original Babergh District Local Plan was from 2011 - 2031 and therefore we should include all development that Newton has accepted since 2011 not just the most recent developments.

All agreed that reference to all development built in Newton since 2011 should be included.

PP advised that the Neighbourhood Plan will need to include details of questionnaires, surveys and statistics. A Newton Housing Needs Survey was undertaken in 2011 and a further Housing Needs Survey was carried out in 2015. Suggestion was made that a further Newton Housing Needs Survey may need to be undertaken as the previous survey carried out in 2015 may not reflect the current needs of the village by the time the Neighbourhood Plan is adopted and passed in 2020/2021.

SP advised the group that the Neighbourhood Plan was not all about housing. JH agreed and mentioned that it was also about promoting the good things about the village e.g. the golf club, the village hall, the pub etc and areas which aren't so good and need improvement. Reference was made to the A134.

PP spoke about the Community Infrastructure Levy (CIL) which is money paid by a developer when they build properties in a village. It replaces S106. Newton Parish Council will receive £17,000 CIL money for the development by Vaughan and Blythe opposite the Saracens. Newton Parish Council received S106 money for the development in Whisper Wood which is yet to be spent. There are restrictions on what S106 can be used for. CIL money is less restrictive, however there is criteria for CIL and some developments may be exempt from paying CIL. (Further information can be found on the Babergh District Council website). If a Parish has a Neighbourhood Plan in place which has been adopted and passed, then a Parish Council can expect to receive 25% of the contribution. Without a Neighbourhood Plan this reduces to 15%.

GP referred to some Parishes paying a considerable amount to a consultant from their Grant to undertake a Neighbourhood Plan on their behalf and did not feel that this was good use of the money.

All agreed that there was no need to employ a consultant to undertake the work on behalf of Newton as there were a number of key transferable skills, knowledge and expertise in the group to produce this Neighbourhood Plan. In addition, there are a number of passed NPs on the Babergh and Mid Suffolk District

	<p>Council websites which can be referred to as guidance as necessary.</p> <p>PP did advise that it may be necessary to involve people and cost for undertaking elements such as printing/photocopying questionnaires, leaflets, posters, purchasing equipment so some of the Grant may need to be used for this.</p>	
<p>4.</p>	<p>Roles and responsibilities</p> <p>PP advised that a number of key roles and responsibilities were required in order to take the Neighbourhood Plan forward. PP suggested that in some cases having 2 people to undertake roles and responsibilities may be useful – especially those which can be resource intensive.</p> <p>Immediate roles/responsibilities identified are: Chair and Vice Chair. PP advised that as this needs to be a community-led plan, Cllrs PP, RS and SC could not be Chair.</p> <p>Discussion took place and it was agreed by the group: Chair – BC Vice-Chair – PP Minute taker - will be rotated for each meeting. MY agreed to produce a template for all NP meeting minutes/actions. Supported and agreed by the group.</p> <p>SP mentioned the various groups and clubs which exist in the village and whether a representative could be invited from each group/club. GP also mentioned Golf Club representation.</p> <p>It was agreed that as the meetings and the NP progresses, representatives will be invited to attend as well as being included as part of the consultation process.</p> <p>Designation of a Neighbourhood Area: PP advised that the first part of the Neighbourhood Plan process is an Area Designation application which is to define the boundary of the Newton Neighbourhood Plan area. This application must be completed by the Parish Clerk and submitted to Babergh District Council.</p> <p>A large-scale map of Newton Parish showing the Newton Parish boundary was shared with the group.</p> <p>RS raised a query whether Lords Wood and JH enquired whether Sackers Green would/should be included as part of the Area Designation application. PP advised that Cllr Lee Parker (LP) had obtained the map from Babergh DC Planning department and would ask LP to get clarification on these 2 areas.</p>	

A question was raised as to whether neighbouring parishes are producing Neighbourhood Plans and whether we should be liaising with them to ensure no overlap/duplication of some places as some cross boundaries with neighbouring parishes. PP agreed it was a good idea and will make enquiries.

PP asked for a volunteer to support the Parish Clerk, Adrian Beckham (AB) with the Designation of a Neighbourhood Area application. **LS** volunteered to support AB with this application.

Website/Newsletter/Communications Officer - SC as editor/producer of the Village Newsletter volunteered to be responsible for uploading all NP minutes/correspondence on the Newton website, inclusion in the Village Newsletter and maintaining the village noticeboards with NP information. Supported and agreed by the group.

SC mentioned the need to purchase boards for use in publicity/consultation. Boards can be freestanding and/or table boards which can be replenished for monthly village coffee mornings and used for the consultations.

Secretary – TP and **VC** both volunteered to undertake the Secretary role. Supported and agreed by the group. Responsibility will be to ensure minutes are circulated to all group members and produce a letterhead for all correspondence.

Treasurer – GP volunteered to undertake the role of Treasurer. Part of the role will be to apply for a grant for Neighbourhood planning groups to help prepare their plan from My Community.

Advertising/Publicity/Press Officer – KW and **LE** both volunteered to undertake this role. They will support SC with promoting/advertising, developing the publicity boards and organising events – with particular focus on consultation events.

Researcher – **SP** volunteered to undertake this role. Responsibilities would include research into producing a Terms of Reference, census information, public footpaths, bridleways, number of residents/properties in the village etc

Community Engagement – **MY** and **LE** volunteered for the Community Engagement role. Responsibilities will include consulting with all age groups in the village, in particular children and young people through to older residents. Need to include service users of the village hall, church, golf club etc.

PP advised that report/policy writers would be needed. No volunteers came forward at this point as further information was

	<p>required in order to clarify what these roles would entail. Details of the roles and what would be required will be discussed at a future meeting.</p> <p>Discussions took place around other roles which would form part of a secondary group. The history of the village needs to be included as part of the NP document. Suggestion was made to speak with Alan Vince, John Turner and John Taylor who have a lot of historical knowledge of Newton.</p> <p>It was agreed that roles/responsibilities on these areas need to be determined. MY volunteered to research what other roles/responsibilities are needed as part of the core Neighbourhood Plan group and any secondary support group.</p>	
	<p>ACTIONS: Seek clarification from Lee Parker with Babergh District Council planning whether Lords Wood and Sackers Green is within Newton Parish</p> <p>Liaise with neighbouring Parishes to identify those undertaking Neighbourhood Plans and clarify Parish boundaries where areas overlap.</p> <p>Produce a template for future NP minutes/actions</p> <p>Update Newton website and village newsletter and noticeboard with minutes of 1st Newton NP meeting</p> <p>Explore cost of purchasing publicity boards and identify number and type required</p> <p>Provide details of the link to the website to apply for a grant to help prepare the plan</p> <p>Alan Vince, John Turner and John Taylor to provide history of the village to form part of the Plan.</p> <p>Research what key roles and responsibilities are required for a NP group prior to next meeting</p>	<p>PP</p> <p>PP</p> <p>MY</p> <p>SC</p> <p>SC/SP</p> <p>MY</p> <p>SC/SP</p> <p>MY</p>
<p>5.</p>	<p>Terms of Reference PP advised that a Terms of Reference needs to be developed for the group. SP suggested researching the Terms of Reference produced by other NP groups, particularly where their NP has been passed. Lawshall was cited as a good example.</p>	
	<p>ACTIONS: Research Terms of Reference from other approved Neighbourhood Plans including Lawshall, produce a TOR and circulate to NNP members prior to next meeting</p>	<p>SP</p>
<p>6.</p>	<p>Developing an Action Plan</p>	

	<p>PP mentioned the key objectives of a Neighbourhood Plan which needs to include housing, open spaces, infrastructure and the natural environment.</p> <p>PP spoke about the need to develop a Neighbourhood Plan Action Plan to capture everything required to take forward the Plan with timescales.</p> <p>It was agreed that the NP Action Plan will be an agenda item for the next meeting.</p> <p>SP asked whether a representative from Lawshall Neighbourhood Plan group could be invited to the meeting to talk us through the process and provide the opportunity for the group members to ask questions.</p> <p>All agreed it was a good idea. PP has previously met with the Chair from the Lawshall NP group and volunteered to invite the Chair/representative from Lawshall to a future meeting.</p> <p>PP suggested for a future meeting that a large map of Newton Parish is obtained to plot all new development in the village since 2011 and include properties that are currently under construction and those approved for building in the near future.</p>	
	<p>ACTIONS:</p> <p>Neighbourhood Plan Action Plan to be agenda item for next meeting</p> <p>Invite the Chair/representative from Lawshall NP Group to a future Newton NP meeting</p> <p>Large map to be obtained to plot all new development in the village since 2011 and those underway/being built in the near future</p>	<p>PP/BC</p> <p>PP</p> <p>PP</p>
<p>7.</p>	<p>Any other Business (AoB)</p> <p>PP asked whether all future NP meetings should be held in the Saracens Pub or held in other village amenities such as the village hall. Cost of hiring the village hall for meetings was mentioned. RS, representative on the Village Hall Management Committee volunteered to speak to Alan Vince, Village Hall Hiring's Manager, on whether the cost for holding these meetings can be waived.</p> <p>PP thanked everyone for their input and attending the meeting and advised that the agenda for the next week would be circulated 1 week prior to the meeting.</p> <p>The meeting closed at 9:30pm.</p>	
	<p>ACTIONS:</p> <p>Speak with Alan Vince whether the cost of holding the Neighbourhood Plan meetings for Newton could be waived</p>	<p>RS</p>

	Date of next meeting: Thursday 22 March, 8pm Venue tbc	
--	---	--