

Minutes

Newton Neighbourhood Plan Team Meeting

Thursday 22nd March, 2018

| | Present: Anthony Burdis, Kathryn Burdis, Jonathan Acton, Barry Coleman, Sue Crawte, Paul Devlin, Louise Evers, Graham Parry, Teresa Parry, Paul Presland, Rita Schwenk, Laura Smith, Melanie Yolland | Action assigned to: |
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| | Apologies: Vivienne Coleman, Dave Crimmin, John Hills, Sue Presland, Kate Waterworth | |
| 1. | Review of Previous Minutes: | |
| 2 | Rita Schwenk's address is Assington Road, not Sudbury Road. | |
| 2i | Sue Crawte will be the communications officer for the Newton website and newsletter and will publish minutes of NNP meetings. She is not responsible for updating the NPC website. This responsibility needs to be re-allocated. | |
| 2iii | The current Village notice boards not deemed suitable for communicating Newton Neighbourhood Plan news, suggestion made that redundant phone box on the A134 be modified as an information centre to keep villagers informed of progress/events/meetings etc. Responsibility for this has not been allocated. | |
| 2iii | Liaison with neighbouring parishes: BC and PP to attend an Assington Parish Council meeting. | BC/PP |
| 2iv | Large map of village to include all development since 2011 obtained. Clarify that there are no overlapping boundaries between Waldingfield, Assington and Newton. | PP |
| 2v | Ongoing - talks re village history with Alan Vince and John Taylor. SC will continue with this task. | SC |
| 2vi | Invitation to Lawshall Neighbourhood Plan Committee member to attend a future meeting to be kept open. | |
| 2. | Community Engagement - Update NNPC to communicate neighbourhood plan and engage villagers at earliest opportunity. Information can be | |

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| | <p>shared via website, in printed form and in person at village coffee mornings etc. It was noted that the Annual Parish Assembly is to be held on 25th April at 7.30 p.m. in the Village Hall and a presentation could be given on the history of the village and means of communicating to residents. The aim is for villagers to feel informed and included about the neighbourhood plan at this point in time and encourage them to share their local knowledge and their wishes for the future of the village.</p> <p>Future agendas to show forthcoming village events where information can be shared between all parties as appropriate.</p> | |
| <p>3.</p> <p>3i</p> <p>3ii</p> <p>3iii</p> <p>3iv</p> | <p>Communication – Update</p> <p>After approval and on a ‘need to know basis’ minutes will be distributed to Newton Parish Council. It was also suggested that copies be available for residents to read at the Village Hall, Saracens Head, Newton Parish Church and Newton Golf Club. The need to tailor the minutes for the various audiences was recognized. This responsibility to rest with NPC.</p> <p>Terms of Reference and Mission Statement: Newton Parish Council need to agree Terms of Reference as NNPC works on behalf of the Parish Council and is accountable to them for its approach, programme and planning.</p> <p>An application for the neighbourhood plan area has been submitted by Newton Parish Council to Babergh Council, the receipt of which has been acknowledged. This should be passed within the next four to six weeks. It is hoped that we will be able to share this with villagers on 25th April, 2018. Approach to be made to Babergh to request result prior to 25th April if possible. [Since received and no longer outstanding,]</p> <p>Copy of Terms of Reference to be shared with team members to discuss and agree at next NNPC meeting.</p> <p>Village Newsletter: Current planning applications provided in the newsletter with the Parish Council examining development in the village and how this aligns with the NNP. The key issue is that as Babergh does not have a five year land supply prospective developers are submitting applications which may/may not be developed within the next two years, therefore the percentage of development within</p> | <p>MY</p> |

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| 3v | <p>the village may not be able to be held. NNP Team to introduce themselves in the next newsletter. Minutes to be published after approval.</p> <p>It was decided that after the Parish Assembly another village survey is to be undertaken. It was recommended that this survey follow the mid-Suffolk/Lawshall/Long Melford template.</p> <p>The neighbourhood plan also needs to interface with businesses in the village which need to be made aware of the NNP. These businesses include, but are not limited to, landowners, farmers, small independent residential businesses, golf club, Manders, and Saracen's Head. Where appropriate representatives could be invited to meetings of the NNP Team</p> | <p>ALL</p> <p>BC</p> |
| <p>4. 4i</p> <p>4ii</p> | <p>Key Activities – Update</p> <p>These need to be undertaken in sequence. At the present time priorities are:-</p> <p>Village History – to include Newton's heritage and note listed buildings</p> <p>Marketing and Communications – inclusive to as many villagers as possible.</p> <p>Agree built-up areas and boundaries of village at next meeting.</p> <p>Environmental aspects of village – what are sources of pride/need protection or improvement/utilization e.g. footpaths, playing fields, natural environment.</p> <p>Sustainability – future growth, amenities used/wanted.</p> <p>Future of Village – remain as it is versus scale of development.</p> <p>Explore the impact of the plan on national and European law [see Terms of Reference Aims.]</p> <p>External person to proof read report to ensure no errors and that it will fit with Babergh and Mid Suffolk Joint Strategic Plan.</p> <p>These responsibilities await allocation.</p> <p>Marketing and Communications – ideas on how to communicate with community. It is vital that the village survey engages as many people as possible and that</p> | |

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| | <p>their responses are seen as valued. Examine different methods of communication – video/personal/written without compromising the vulnerability of NNP Team members. It was noted that Lawshall organized a walk around their boundaries to aid informal discussion of their neighbourhood plan.</p> <p>Possible areas of communication could be :- Young adults/children to make video of village through their eyes which can be shown at coffee mornings, NNP Team update meetings etc. Vlog Village Facebook page One to one interviews Permanent village hall noticeboard display to show how plan is progressing</p> <p>Communication by villagers to NNP Team:- Suggestions box left with copy of minutes in key village locations. Through the village newsletter Link from ‘Around Newton’s Green’ webpage How to manage this feedback will need to be discussed.</p> <p>Sub-Groups of NNPC: - Communication Strategy To be initiated by MY, TP to help.</p> <p>IT options - SC to develop/implement.</p> <p>Contact with areas not represented on NNPC - Pamplin Close, Rectory Road, Nicholson Court and Alston Close. Possible representatives from these roads were mooted and who could support NNPT as a sub-group. Paul mentioned several ‘champions’ who he will approach to take this forward.</p> | <p>MY/TP</p> <p>SC</p> <p>PP</p> |
| 5 | <p>Accounts- Update A budget for NNP needs to be produced which must be supported by the Parish Council. A maximum of four applications per year are allowed, minimum £1000, maximum £9000. Expenditure for next year will need to include amongst other things, costs of noticeboards, suggestion boxes, questionnaire templates/printing, posters, hall hire, stationery etc. and may include consultancy costs [of a qualified consultant] as and when deemed necessary. Proposed budget to be circulated before the next meeting when hopefully it will be agreed.</p> | <p>GP</p> |
| 6 | <p>Policies - Update Not applicable at this stage</p> | |

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| | Risk Plan to be reviewed at each meeting. | BC |
| 7 | <p>Any Other Business</p> <p>Invitation for Babergh representative to discuss neighbourhood plan and be a 'champion' for Newton – Paul Bryant and Jill Cook mooted as possibilities.</p> <p>Future Meetings – the village hall is free on a Tuesday. Alan Vince to be approached to see if hire costs could be waived for NNP meetings.</p> <p>Draft of register of members' interests to be shared with committee members.</p> <p>Data Protection Protocol – information from village survey to be shredded after 28 days. Agenda item for next meeting.</p> | <p>RS</p> <p>PP</p> <p>BC/MY</p> |
| | <p>Next Meeting:- Tuesday 24th April, 2018 7.30 – 9.30 p.m. Newton Village Hall</p> | |