

Minutes

Newton Neighbourhood Plan Team Meeting

Tuesday 29th May 2018

	<p>Present: Jonathan Acton, Anthony Burdis, Kathryn Burdis, Barry Coleman, Dave Crimmin, Louise Evers, Graham Parry, Teresa Parry, Paul Presland, Rita Schwenk, Laura Smith, Melanie Yolland, Kate Waterworth</p>	<p>Action assigned to:</p>
	<p>Apologies: Sue Crawte, John Hills, Sue Presland</p>	
<p>1.</p>	<p>Review of Previous Minutes: Agreed. Following updates shared:</p> <p>1i All Team members happy with their roles within the plan. Objectives are now structured with progress being shared within the team at each meeting</p> <p>1ii Chairman and Vice Chairman [BC, PP] attended Assington Neighbourhood Plan Team Meeting to present an overview of the Newton Neighbourhood Plan. It was agreed that the Teams would share ideas and solutions to problems which may be encountered leading up to publication of both Plans.</p> <p>1iii Risk Plan continues to be managed by Chairman.</p>	
<p>2.</p>	<p>Community Engagement - Update:</p> <p>2i The Neighbourhood Plan was introduced at the Parish Assembly. Attending Villagers participated in 'Positive Aspects of Living in Newton' activity giving a wide variety of answers to what they valued about the village. These now need to be analysed and feedback given to the village.</p> <p>2ii History of the Village Alan Vince to be approached to help with Village History, along with John Taylor, both of whom have been stalwarts of the village for many years and are felt to have a comprehensive knowledge of Newton. The history needs to be a general overview rather than detailed specifics due to limitations of space in the final report.</p> <p>It was felt that a good starting point for the history would be to identify all Grade 1 and 2 listed buildings on the village map and then examine how the village has expanded over time and the impact of development within the village. Also a short history of the Golf Club and The Saracens Pub was felt to be appropriate as they are major hubs within the village, along with local 'Buildings of Note' such as All Saints Church.</p>	<p>BC/LE</p> <p>JA/SC</p> <p>DC</p>

	<p>A map showing sites of listed buildings to be obtained if possible by the next meeting.</p> <p>DC advised that Babergh will share information pertaining to the village if approached by the Parish Council, specifically Paul Bryant and Paul Munson would be of help regarding historical and environmental aspects of Newton.</p>	<p>PP</p> <p>BC</p>
2iii	<p>Built Up Area Boundaries {BUAB}</p> <p>Views to be sought of residents on the impact of recent infill projects within the village.</p> <p>Team members will all be responsible for proof reading drafts of the plan and agreeing that the content of the Plan conforms to appropriate local, national and international rules and regulations.</p>	<p>ALL</p>
2iv	<p>No upcoming events where NNP Team could be represented.</p>	
3.	<p>Communication – Update</p>	
3i	<p>Terms of Reference now completed.</p>	
3ii	<p>Competition for NNP strapline for publication with the Plan was adopted and will be put out to the village at an appropriate time as regards publication of the Plan.</p>	
3iii	<p>Communication with villagers need to be multi-faceted to encourage engagement with as many people as possible:-</p> <p>NNP Website – SC requires instruction on what goes on the village website and where it can be seen. Minutes of the NNP Team meeting to be uploaded after they have been agreed</p> <p>Village Newsletter – A4 insert of progress of NNP to be included along with newsletter.</p> <p>Users of the Village Hall need information – printed written and visual - on fixed noticeboards if these can be installed. Village Hall Committee to be asked if this is possible. If so, Information boards can be purchased once funding has been received. Also the same information to be displayed at Newton Green Golf Club and in the bus shelters.</p>	<p>AB/SC</p> <p>SC/TP</p>
3iv	<p>IT- Twitter account, Facebook etc. as a means of communicating with younger villagers. Team to agree on content upload, and monitor the number of hits to see if this is a popular means of communication. Feedback to comments could also be placed on the NNP website.</p>	<p>GP</p> <p>AB</p>
3v	<p>Road Champions –</p> <p>Approaches to be made to residents of Nicholsons Court and Rectory Road A map will be required at the next meeting to identify areas where there is a 'gap' of representatives of the Plan.</p>	<p>PP</p>
	<p>Environment</p>	

<p>3iv</p> <p>3v</p> <p>3vi</p> <p>3vii</p>	<p>Following on from the Parish Assembly ‘What Villagers’ Value’ activity where it was noted that footpaths, the village green and green spaces were greatly valued, it was suggested that villagers be asked to record these unique spaces to build up a picture of the whole of Newton. It would also help show the effects of development upon Newton village.</p> <p>Newton Trust No meetings of Newton Trust held since previous NNP meeting.</p> <p>Newton Green Golf Club Views to be sought on the impact of development within the village on the club.</p> <p>Liaison with local Businesses It was noted that there could be conflicts of interest regarding development within the village with local businesses, villagers and the Parish Council. It was suggested that Chair and Vice Chair send out a separate business survey to those involved in commercial activities after deliberation on its contents.</p>	<p>GP</p> <p>BC/PP</p>
<p>4.</p> <p>4i</p> <p>4ii</p>	<p>Key Activities – Update</p> <p>Draft Housing Survey – the format of the survey was agreed upon and should be available for trialing before the next meeting. It was agreed that two people be approached by each Team member to obtain feedback regarding the survey. It is then hoped the final form will be available to all villagers.</p> <p>An accompanying letter regarding Data Protection Act to accompany the survey noting that any personal/ written/ electronic information obtained will be discarded when the Plan is published.</p> <p>Also a codicil asking that as many questions as possible be answered even if the householder does not want to share specific information on some questions.</p> <p>Results to be collected in envelopes to preserve anonymity, which will then be analysed and could be presented at a public meeting in September.</p> <p>The Housing Survey is for each household, then when it is completed a general survey regarding the needs of villagers is to be instigated, following that, a business survey and one aimed at those under the age of 18 years will be sent out.</p> <p>Environmental Aspects of the Village Martin Sanford of Suffolk Biodiversity Information Services (SBIS) has provided a comprehensive list and maps of endangered species/wildlife/ plants and protected areas that have been recorded within the boundaries of Newton dating from 1985-2013.</p> <p>Suffolk Wildlife Trust has provided a comprehensive document from 2015 relating to ponds and their management within the village.</p>	<p>MY/ALL</p> <p>BC</p> <p>PP/MY</p>

	<p>Should it be deemed necessary, George Millins, a local conservationist, would be happy to attend one of our meetings to discuss any environmental/ wildlife habitat issues/ and their impact on land which may be designated as suitable building plots</p>	KW
4iii	Contact to be made with Newton Green Golf Club to ascertain their commitment to the local environment. Also the effect of development within the village on the Club.	GP
4iv	It was suggested that villagers be encouraged to photograph scenes of natural beauty, unusual flora and fauna as evidence of it being in Newton. These pictures could also be used in the published Plan.	
5.	Accounts – Update <p>The Budget has been created and submitted four weeks ago, with receipt has acknowledged, however, no finance has been released. The Chair of the Parish Council to liaise with GP who will account for cash expenditure. Accounts to be submitted prior to Parish Council meetings.</p>	GP
6.	Policies – Update <p>Complaints Procedure requires completion and putting on the NNP website.</p>	AB/DC/MY
7.	Any Other Business	
7i	TP requested that outstanding Register of Interest Forms be returned [JA, SC, DC, JH, PP, SP, KW]	
7ii	There have been IT problems with some Team members being unable to access documents sent electronically. The Secretary's computer to be updated by a computer expert, which will hopefully ensure all Team members, receive readable documentation.	
7iii	DC involved with three other neighbouring parishes that are also completing a Neighbourhood Plan so will share any relevant information which may be helpful to us.	
7iv	AB suggested that faith communities within the village be identified. It was agreed that this be part of the general village survey.	
7v	Boxford Primary School to be approached in September to help ascertain views of younger villagers	
	Date of Next Meeting – Tuesday 19 th June, 7.30 – 9.30 p.m. Newton Village Hall.	