

# NOTES OF MEETING OF NEWTON AND BIGGIN NEIGHBOURHOOD PLAN ADVISORY COMMITTEE (NBNPAC).

Thursday 1<sup>st</sup> February 2024 Newton Village Hall.

## 1. Welcomes and apologies

### Present (x 13):

Ian Davis, Anne Davis; Chris Wildig; Sarah Sturdee; Kamel Mehta; Gary Kirk; Karen Newby; Dean Welburn; Glen Langham; Sarah Loydall; Rick Crane; Bob Threadgold; Rebecca Barry

### Apologies:

Matt Warner; Ben Wyan; Andy Newnham

## 2. Declaration of Interest.

All residents of the Parish have an interest in the Plan. Glen Langham as an employee of AC Lloyd has an interest in Coton East.

## 3. Minutes of meeting held on 9 November 2023

### a) Accuracy

Minutes were agreed as accurate.

### b) Matters Arising

#### a. Land ownership

Sarah S and Glen gave an update on the work that they had completed with Land Registry and copies of maps and title deeds were shared.

It was mentioned that a field between the Five Arches woodland and the Coton East boundary seemed to be unaccounted for. RBC owns the land but were unaware. Horses are currently being grazed on this land and notice has now been served. The land will be incorporated into the Five Arches site.

## How do we involve Europark development. Only Alcohols Ltd are aware at present##

#### b. History of the parish

Ian shared the work completed by Jane. It was agreed that some old photos should also be included.

#### c. Vision Statement

The group were happy with the 2<sup>nd</sup> draft of the vision statement prepared by Rick. Two additions were suggested:

1 – A one liner to cover public transport

2 – A statement around employment.

Rick will work with Kamel and Gary to make these changes and bring v3 to the next meeting.

#### d. Questionnaire

Anne updated on progress made with the questionnaire which is now complete in paper form. This will be converted to an electronic copy and circulated to the group for feedback ahead of the next meeting.

#### Discussion Points / Considerations:

- Use of postcodes to identify Coton and Newton separately in results
- How to engage Coton
- How to include only the parished area of Coton
- Consider a leaflet drop to initially let residents know that they were in the parished area and that a questionnaire would be coming soon ref Neighbourhood Plan. Coton and Newton.
- Questionnaire completion will be mainly digital with an additional solution for households that are not digitally enabled.

#### 4. **Funding / AECOM updates.**

**AECOM** are providing support in two ways:

1 – Housing Needs Assessment (HNA). This covers the type and size of housing required. Results are expected in approximately 6 weeks.

2 – Design Code. This covers new developments. A virtual meeting is planned with AECOM followed by a physical visit. The design code ensures housing is appropriate to the area.

##### **Funding**

£10,000 awarded. The funds are only available until 1<sup>st</sup> April and any surplus would need to be returned. Gary, Ian and Rebecca will discuss ways to mitigate.

Can the cost of requesting title fees be covered by the fund? – Yes, the Parish Council can pay the amount using the grant funding, and YourLocale can adjust their invoices accordingly.

Before moving on to item 5, Ian spoke briefly about the direction of the group to ensure that everyone was clear on the process and agree general timescales.

Questionnaire to be completed March / April.

Two Open events will be planned for April:

1 – to be held on a Saturday afternoon, 12 until 3? Max 3 hours

2 - to be held on a mid-week evening, 6 until 8pm?

#### 5. **Scoping Exercise**

Gary explained that this sets the context of the parish within the Local Plan framework. It uses data from the 2021 census and covers the following (which will make up the Neighbourhood Plan):

Housing – worth noting that if you allocate a site as part of a NP, it will enable the NP to remain active, even when the Local Plan is out of date. This is a powerful incentive. HNA will identify any shortfalls for discussion further down the line.

Economy – What is the appetite for business locally? Working from home trend now covers 36% of working people.

Community / Schools – A few community buildings in Newton village such as the Village Hall, pubs x 2 and church. There is nothing in the parished area of Coton. Primary school is signed off; secondary school is a big question mark.

Transport – Travel requirements can be added, such as a bus pass for first six months. Can have community actions, by the PC or individuals eg dialog with WCC to preserve bus service.

Natural / Historic Environment – Covers areas to be protected that are tranquil, beautiful, historic etc. Ask people to identify these at the open events.

#### 6. **Skills Audit of Members.**

Gary explained the relevance of understanding the skills of the group, so that these can be best utilised. Rebecca will email the group with a 'call for skills' and collate responses. Skills could include heritage / wildlife interest; IT skills; communication / social media skills; data analysis experience; community engagement; understanding of the planning system; project management etc. Any skills that you believe could be useful to the group!

Glen then shared copies of several master plan documents for Coton East. Ian will pass one copy to AECOM and Rebecca will hold one copy on file.

Meeting closed at 8:30pm

#### **Date of future meeting (s)**

The next meeting will be at 7pm on Tuesday 12<sup>th</sup> March 2024 in the Village Hall.

### Summary of Next Steps

Consider how to involve Europark Development in the NP process	Gary, Ian, Rebecca	Next meeting
Add photos to the History of the Parish summary	Ian and Jane	Next meeting
Compose a one liner around public transport to add into vision statement	Kamel and Rick	Next meeting
Compose a statement around employment to add into vision statement	Gary and Rick	Next meeting
Convert paper questionnaire into electronic copy	Anne and Andy	Next meeting
Draft a leaflet to let residents know they are part of Newton and Biggin parish and to look out for more info about Neighbourhood Plan.	Gary, Ian, Anne and Dean	Next meeting
Discussion about funding and ways to mitigate the impact of end of financial year deadline.	Gary, Ian, Rebecca	Next meeting
Can the cost of requesting title deeds be met from the NP funding?	Gary, Rebecca, Glen and Sarah S	Next meeting
For inclusion on next agenda 1 – Programme 2 - Open Event	Rebecca	Next meeting
Email the group with a 'call for skills' and collate responses	Rebecca	ASAP
Copies of master plan documents from Glen 1 x copy to AECOM 1 x copy for filing	Ian Rebecca	ASAP
Book Village Hall for next meeting	Ian	ASAP
Send calendar invitation for next meeting	Rebecca	ASAP