

**NOTES OF MEETING OF NEWTON AND BIGGIN NEIGHBOURHOOD PLAN ADVISORY COMMITTEE (NBNPAC).
Tuesday 12th March 2024 Newton Village Hall.**

1. Welcomes and apologies

Present (x 13):

Ian Davis, Anne Davis; Gordon Coates; Chris Wildig; Sarah Sturdee; Kamel Mehta; Gary Kirk; Dean Welburn; Jane Morgan; Ben Wyan; Rick Crane; Rebecca Barry; (Andy Newnham)

Apologies:

Glen Langham; Bob Threadgold; Karen Newby; Andy Newnham (late)

2. Declaration of Interest.

All residents of the Parish have an interest in the Plan.

3. Minutes of meeting held on 1 February 2024

a) Accuracy

Minutes were agreed as accurate.

b) Matters Arising

a. Land ownership

It was agreed that no further action is required at present.

b. History of the parish

This is now complete.

c. Vision Statement

The group were happy with the 3rd draft of the vision statement prepared by Rick, that now includes statements to cover public transport and employment.

Rebecca will review spelling / grammar and upload onto website as the current version.

Kamal requested further comments to be included that focus on transport, but this detail will be included in the specific objectives and the work of the theme groups. Kamal to keep hold of the comments and be involved in the Sustainability theme group.

d. Skills Audit

Rebecca collated responses into a summary of skills. Due to the low response to the original 'Call for Skills' (35%) Rebecca will send again to gain a greater response.

4. Coton East Land Use Update

Ian updated the group on behalf of Glen Langham regarding the allocated but undeveloped Coton East site. Outline planning permission granted for residential use. AC Lloyd have only soft marketed, but there is little / no interest due to the housing market and the fact that there is only one access route. RBC are currently updating the Local Plan and AC Lloyd have put in a submission to change use from residential to employment, as they have had significant interest from employment developers. They now await RBC response. It was also mentioned that it is likely that this Neighbourhood Plan will be finalised before RBC's Local Plan. The NP must take into account the LP and also any latest evidence.

5. Funding / AECOM updates.

AECOM are providing support in two ways:

1 – Housing Needs Assessment (HNA). This was circulated with comments requested from the group. The assessment is based on available data (census etc) and has information regarding the whole parish. But its applicability is largely only relevant to Newton due to the Coton housing not yet built.

The assessment identified a need in Newton for affordable housing and smaller properties for older residents.

2 – Design Code. Ian and Gary met virtually with Wei Deng of AECOM. Then Ian and Wei had a tour of the parish. The Design Code will be divided into areas and will cover what open space should be retained / not developed. There may be a potential opportunity for community facilities (developer led) if Coton East change of use is approved. We await the final version of the document from AECOM.

6. Questionnaire

Anne reported that the completed questionnaire (paper copy) has been passed to Andy who will produce the digital version. This will then be circulated to the group for comments and reviewed at the next meeting.

7. Programme

Gary shared the updated programme, and this has been circulated to the group. Rebecca will upload a copy onto the PC website.

8. Open Event

Gary will provide display boards and post it notes for anonymous comments. A large map of the parish will be displayed. Gary will need a set of photos (approx. 40) for the display boards – housing, environment, pub, village hall, employment etc. Ian will arrange these. Maps will need to be obtained from RBC (A0 size).

It was clarified that the first open events will be an introduction and an opportunity to invite comments. A second round of open events will be held in 6 to 8 months time to share information.

Ahead of the open event, a leaflet drop needs to be planned (a few weeks before the events). Gary to share standard leaflet examples from elsewhere.

It was agreed that the open events will be held:

- Saturday 1st June – 12 to 2.30pm
- Wednesday 5th June – 6 to 7.30pm

Rebecca will send 'save the date' meeting invitations to the group.

9. Theme Groups

Gary explained the purpose and format of the theme groups. These will cover:

- Housing – residential allocation; design guide; housing mix; affordability etc
- Environment – open spaces to be protected; local green space; wildlife and heritage; recreation land (functional open space); biodiversity; views (into the parish and into the distance); historic non-listed buildings; renewable energy etc. This group will require the most people.
- Sustainability – Economic growth; transport; community; employment – more generic policies.

At the open events, the group will need to get people to sign up to being part of individual theme groups, and these groups will hold their own meetings. The theme groups will be facilitated by YourLocale.

Meeting closed at 8:25pm

Date of future meeting (s)

The next meeting will be at 7pm on Wednesday 17th April 2024 in the Village Hall.

Summary of Next Steps

Review Vision Statement for spelling / grammar and then upload onto PC website.	Rebecca	ASAP
Keep hold of prepared comments around public transport for inclusion within objectives and the work of the Sustainability theme group.	Kamal	For theme group
Second email to the group with a 'call for skills' and collate responses.	Rebecca	ASAP
Circulate digital version of questionnaire to the group for review.	Andy	ASAP
Upload the updated programme onto the PC website.	Rebecca	ASAP
Arrange photos (approx. 40) for the open event display boards.	Ian	Update at next meeting
Arrange maps from RBC (A0 size)	Ian / Rebecca	Update at next meeting
Share standard leaflet examples from elsewhere with the group.	Gary	ASAP
Book Village Hall for next meeting and open events	Ian	ASAP
Send calendar invitation for next meeting and open events.	Rebecca	ASAP