

**NOTES OF MEETING OF NEWTON AND BIGGIN NEIGHBOURHOOD PLAN ADVISORY COMMITTEE (NBNPAC).  
Wednesday 31<sup>st</sup> July 2024 Newton Village Hall.**

**1. Welcomes and apologies**

**Present (x 13):**

Ian Davis, Anne Davis; Gary Kirk; John Martin; Gordon Coates; Chris Wildig; Rick Crane; Sarah Sturdee; Trevor Hawley; Julie Hawley; Glen Langham; Kamel Mehta; Rebecca Barry

**Apologies:**

Andy Newnham; Bob Threadgold

**2. Declaration of Interest.**

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

**3. Minutes of meeting held on 5 June 2024**

- a) **Accuracy** - Minutes were agreed as accurate.
- b) **Review Next Steps from last meeting** – All completed
- c) **Matters Arising**

- **Questionnaire**

The questionnaire was reviewed, and a couple of minor changes were suggested:

- The inclusion of a deadline for completion
- Changing the table that outlines the current housing mix in terms of detached / terrace etc, to number of bedrooms.

Andy will make the above changes and consult with Mike Preston to ensure the Survey Monkey version is also updated. Posters will be designed and printed to advertise the survey, and local groups will be engaged.

**4. Technical Support (AECOM) updates.**

- a) **Design Code**

Final Draft Design Code has been received from Wei Deng at AECOM and circulated to the group. Rebecca will collate all comments received, including the original ones, and sent to Ian. Ian will then send a formal response to Wei Deng at AECOM.

- b) **Funding**

Application for funding for 2024-25 was successful and £8,000 has been received.

**5. Open Event**

- a) **General Review / Capture Any Learnings**

The event went well and was more successful than anticipated. Around 50 people attended with the vast majority engaging with the process.

- b) **Consultation Analysis Document**

This document summarised all the findings from the event and was circulated to the group. Ian expressed his thanks to Gary for producing the document so quickly.

**6. Commencement of Theme Groups**

Gary explained that the first phase of the Neighbourhood Plan process is now complete, and the way to progress the plan now is the commencement of two theme groups, and committee members are asked to choose which theme group they would like to be involved in:

- Housing – led by Gary Kirk

Gary explained what the housing group would be focusing on and will send a summary out to the group for the benefit of committee members not at the meeting.

- Environment – led by John Martin

John explained what the environment group would be focusing on and will send a summary out to the group for the benefit of committee members not at the meeting.

The work of the two theme groups will take around 6 months to complete, at which point a draft Neighbourhood Plan will be in place. After that we move into the statutory phase.

The two theme groups will hold separate meetings, facilitated by Gary / John. Full committee meetings will now be held less frequently.

The first theme group meetings will be held in early October, and each meeting will nominate a scribe and chair.

Current position with volunteers for each group:

<b>Housing Theme Group</b>	<b>Environment Theme Group</b>
Gary Kirk – YourLocale Lead	John Martin – Your Locale Lead
Ian Davis – Parish Council Lead	Rick Crane – Parish Council Lead
Kamal Mehta	Kamal Mehta
Glen Langham	Ian Davis
Rick Crane	Anne Davis
Sarah Sturdee	Sarah Sturdee
	Trevor Hawley
	Julie Hawley
	Chris Wildig
	Gordon Coates

Meeting closed at 8:30pm

**Date of future meeting (s) – Theme Group Meeting dates to be confirmed.**

**Summary of Next Steps**

Clarify the proposed change to the current housing mix table from property type to number of bedrooms and provide the figures.	Gary K	12/08/24
Amend the latest word version of the questionnaire to include the above and add a deadline for completion.	Andy N	19/08/24
Send definitive version of questionnaire to Mike to make the necessary changes to the Survey Monkey version	Andy N	19/08/24
Contact Mike regarding spelling mistake in Survey Monkey version	Rebecca B	01/08/24
Arrange for Mike to create and share a QR code for the Survey Monkey link	Gary K	01/08/24
Design a first draft poster advertising the questionnaire (in an editable format)	Gary K	01/08/24
Finalise poster and include: <ul style="list-style-type: none"> <li>1. QR code and URL</li> <li>2. A sentence advising that paper copies are also available and how to obtain one</li> <li>3. Deadline for completion</li> </ul>	Committee	19/08/24
Obtain quote for printing x 20 A4 posters	Rebecca B	12/08/24
Explore how to engage local groups such as bacon butties and curling	Chris W / Anne	19/08/24
Collate all comments received regarding the draft Design Code and send to Ian	Rebecca B	01/08/24
Send a formal response to Wei Deng at AECOM with all of the above suggestions.	Ian D	01/08/24
Produce a summary of each Theme Group – Housing & Environment	Gary / John	12/08/24
Circulate the above summaries to the committee asking for volunteers for each Theme Group. This will also be an opportunity for some inactive committee members to be removed from the group.	Ian / Rebecca	19/08/24
Consult with Gary and arrange the first Housing Theme Group meeting (date / time / attendees / location etc)	Rick C	19/08/24
Consult with John and arrange the first Environment Theme Group meeting (date / time / attendees / location etc)	Ian D	19/08/24