

## Copdock and Washbrook Neighbourhood Planning Steering Group Meeting

### Participants:

Colin Hinkins, C & W NPSG  
 Mike Watling, Parish Councillor and C & W NPSG  
 Graham Mexon  
 Nienke Warnaar  
 Mark Blackwell  
 Dennis Kell, Copdock Primary School, Chair of Governors  
 Kenneth Ballinger

Zena Gravener, C & W NPSG  
 Laura Butters, Parish Councillor and C & W NPSG  
 Steve Clarke  
 Louise Carman  
 Dorothy Catchpole  
 Jo Austin, Copdock Primary School Headteacher

### Invitees

Sarah Kamara  
 Richard Howlett

**Date:** 13/9/2018

**Venue:** Cricket Pavilion

**Time:** 7.00pm

**Chair:** Colin Hinkin

**Scribe** Laura Butters

	AGENDA ITEMS	DISCUSSION	AGREED ACTION - WWW (Who does what & when)
1.	Apologies for Absence	Chris Spink Joe Gazendam	
2.	Introductions	Participants each introduced themselves, the experience that they bring and where they live in Copdock or Washbrook.	
3.	Purpose of Meeting	Laura clarified the process of creating a neighbourhood Plan	

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		and the journey to date.	
4.	Election of Chairperson		Zeena formally proposed Colin and Nienke seconded.  Kenneth and Jo felt that they would like to attend meetings adhoc but do not want to be part of the Steering Group at this time.
5.	Agree Terms of Reference of Copdock and Washbrook Neighbourhood Plan Steering Group	Laura shared the content of the Terms of Reference and the need to adopt such a document.	Dorothy formally proposed Colin and Louise seconded
6.	Creation of a website to provide chronology for the progression of the plan	This is an example <a href="http://littlewaldingfield.onesuffolk.net/neighbourhood-plan/">http://littlewaldingfield.onesuffolk.net/neighbourhood-plan/</a>  Volunteer to lead on developing a website/page	Laura stated that Chris Spinks had detailed on his expression of interest to be part of the group his IT experience.  Laura to ask Chris if he can develop a website.
7.	Agree mechanism for contact	Collaborative email <a href="https://groups.google.com/forum/#!forum/cwnpsg">https://groups.google.com/forum/#!forum/cwnpsg</a>	Laura to ask Chris if he can create this alongside the website.
8.	Clarification of current stage of 'Draft Local Plan'	<ul style="list-style-type: none"> <li>The draft plan included all those sites put forward; they were not identified by Babergh but part of the 'call for sites'.</li> <li>Draft Local Plan (version 2) due to be published early December which will be Babergh's preferred plan.</li> <li>There will be a public consultation in December 2018/January 2019 for 8 weeks where all will have the opportunity to make representations before version 3 is</li> </ul>	Laura to share information with all regarding Community Infrastructure Levy (CIL) workshop attended. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">               Tony Slides CIL              Delivery - Parish Brief           </div> <div style="text-align: center;">               Christine CIL              Expenditure Approa           </div> </div>

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		<p>released.</p> <ul style="list-style-type: none"> <li>Version 3 will be released along with Infrastructure delivery plan, all sites are considered in light of infrastructure, Education, Highways and Health.</li> </ul>	
9.	The Neighbourhood Plan	<p>Neighbourhood plan can be done along side the Local Plan.</p> <p>Neighbourhood plans have weight and are considered in any planning applications.</p> <p>There are no indicative numbers for Copdock at this time.</p> <p>Sites – we need to deliver the relevant number.</p> <p>Neighbourhood plan will decide where houses are built, what type and wanted by residents, development plan considering applications and writing plan to tell developers what we want. 2 to 3-year process.</p> <p>Share examples of other Parish neighbourhood plans.</p>	<p>Laura to provide a link to the Lawshall Neighbourhood Plan which is an example of a completed Neighbourhood Plan</p> <p><a href="http://lawshall.onesuffolk.net/neighbourhood-plan/">http://lawshall.onesuffolk.net/neighbourhood-plan/</a></p>
10.	Next steps	<p>These are the steps identified by Paul Bryan, Neighbourhood Planning Officer: -</p> <ol style="list-style-type: none"> <li>1. Get community support</li> <li>2. Designate neighbourhood area; parish boundaries, why and what you want to achieve</li> <li>3. Single Parish application; BDC can then designate this and designation notice is issued.</li> </ol>	<p>Laura to resend previous emails to all.</p> <p>Laura and Louise to look at funding available to support the process of developing a Neighbourhood Plan.</p> <p><a href="https://neighbourhoodplanning.org/">https://neighbourhoodplanning.org/</a></p>

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		<p>4. Steering group are in the driving seat. Option to employ a consultant which can speed up the process but comes at a cost. Basic grant though the locality is £9,000. Where we are allocating sites, there are opportunities for additional funding up to a further 8k. Skills a consultant will bring are planning, site planning and turning it into policy.</p> <p>5. Build up evidence base, policies, and plan. This needs to be consulted on. Tweaks are made after consultation and submitted to BDC. BDC will re-consult on everything submitted. Also, a basic condition statement and how policies meet statutory policies.</p> <p>6. At the end of the consultation period an independent examiner is appointed to look at the plan. Independent examiner will produce a plan and will say yes or no if plan can go forward to the referendum. BDC will run this in VH – parishioners have the casting vote.</p> <p>7. In decision making terms the plan is final once the examiners final report has been published.</p> <p>Other</p> <ul style="list-style-type: none"> <li>• B1, B2 and B8 enables consent is general employment. Neighbourhood plan enables influence and what is deliverable.</li> <li>• Habitat Assessment Regulations take seriously. Plan needs to meet EU regulations in terms of Environment. A screening assessment and report will need to be done. BDC arrange for this to be done at consultation stage. Habitat assessment will identify if further</li> </ul>	

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		assessments need to be carried out. An Environmental scoping report will need to be commissioned.	
11.	Agree next steps	Designate Area  Consider funding application.	<p>Laura to designate Neighbourhood Plan area for Copdock and Washbrook and share the link.</p> <p><a href="https://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/copdock-and-washbrook-neighbourhood-plan/">https://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/copdock-and-washbrook-neighbourhood-plan/</a></p> <p>All to read the guidance available in developing a Neighbourhood Plan.</p> <p>Louise to contact a Parish that has already written a Neighbourhood Plan and ask for a discussion to gain some top tips and recommendations for a consultant to use.</p>
12.	Reference points	<p>Neighbourhood Planning guidance <a href="https://neighbourhoodplanning.org/?gclid=CjwKCAjwwdTbBRAIEiwAYQf_EzrO7-Suj4u6wPgORIM-dz5xZ0JpgBE_VikVnAbgPtQNYEnc9H6TeBoC1zIQAvD_BwE">https://neighbourhoodplanning.org/?gclid=CjwKCAjwwdTbBRAIEiwAYQf_EzrO7-Suj4u6wPgORIM-dz5xZ0JpgBE_VikVnAbgPtQNYEnc9H6TeBoC1zIQAvD_BwE</a></p> <p>Babergh Neighbourhood Planning guidance <a href="https://www.babergh.gov.uk/planning/neighbourhood-planning/">https://www.babergh.gov.uk/planning/neighbourhood-planning/</a></p> <p>Suffolk County Council Neighbourhood Planning guidance <a href="https://www.suffolk.gov.uk/assets/planning-waste-and-environment/planning-and-development-advice/Neighbourhood-A4booklet.v4.pdf">https://www.suffolk.gov.uk/assets/planning-waste-and-environment/planning-and-development-advice/Neighbourhood-A4booklet.v4.pdf</a></p>	

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13.	Date of Next Meeting	To be agreed	Laura will email as appropriate.