



# Neighbourhood Plan Steering Group Minutes

<b>Date:</b>	<b>22 June 2020</b>
<b>Venue:</b>	<b>Zoom Conference Call</b>
<b>Steering Group Members Present:</b>	Julia Davies (Chair), Rob Bennett, Sarah Chapman, Andrew Clayden, Mike Dormon, Robin Jewett, Clare Maynard, Janette Reynolds, Jacqueline Veater, Anne Washbourn, Christina Whellams (Minutes)
<b>In attendance:</b>	Colin & Diane Welsh – residents of South Street
<b>1. Apologies:</b>	Sharon Strutt, Gini Trower

## 2. Minutes and Matters Arising

- a. Item 5c inaccurately states that S106 money had been ‘sat on’ and the following amendment should be made. “Stanstead Abbotts and St Margarets’ Parish Councils are aware that there is unspent S106 money.....”.
- b. It was noted that photographs of views being supplied by Paul Wood should be submitted to Clare Maynard by the end of July.

## 3. Public Forum

- a. Colin and Diane Welsh explained that they had lived next to the Lee Valley Marina at the end of South Street and had wanted to buy a small piece of land (around 40ft<sup>2</sup>). The land had formally been a chandlery which had been left derelict for around 20 years and as they have no back garden with their property, they were keen to acquire it. The Lee Valley Authority had arranged for an independent valuation to be carried out and it had reached the point of a draft contract when the authority informed them that no decisions could be made until the Neighbourhood Plan had been agreed. As their acquisition had been put on hold, they were therefore interested to know what the future plans for the area were likely to be.
- b. The Steering Group explained that we had not yet reached the stage of agreeing a plan and consulted the site allocation map for the South Street area to see if it affected their acquisition. It was established that the land may not be affected by our proposals and that they should go back to Lee Valley Authority for them to make the decision.

## 4. Finance

- a. MD reported that phase two of the grant has been awarded for £8,902. In addition to that figure, a further £6k has been allocated for costs such as room hire, posters/printing and remote access training so that consultations can be carried out remotely if required. If this money is not spent by 31 March 2021, then it must be returned.
- b. It was noted that the maximum amount for the grant was previously £17k but JV added that this has recently been increased by £1k due to Covid-19 disruption and extended to 2022.

## 5. Update on the Plan Template

- a. As presented at the last meeting, the Plan Template has been devised and JD will begin to gradually add in text.

## 6. Vision and Objectives

- a. JV referred to the document circulated prior to the meeting which outlined the vision of the Neighbourhood Plan and its objectives.
- b. It was noted that objectives should be achieved by the plan/policies and each of the sub-groups reported back on the draft document.
- c. The Housing Sub-Group felt that a paragraph is required to define exactly what is meant by ‘locally affordable’ within their objectives, and that the wording of objective B needs more work which SC agreed to amend.

## 7. Sub-Group Reports

- a. *Housing* – AECOM have now presented their findings of the Site Assessment Review. There are a number of points and, although we may not take all of them on board, we plan to meet with them to discuss fully. They have not said we have made any major mistakes but have indicated that we should not include community views at this point of the assessment. They have also stated that we shouldn't be considering if a site could achieve affordable housing or not.
- b. *Ecology* – there was no one in attendance to report back.
- c. *Heritage* – nothing further to report.
- d. *Business* – not met recently but SS has submitted the draft policy.
- e. *Transport* – submitted the policy recently and has provided an overview of all transport services in the area.
- f. *Design* – nothing further to report. The character area from RL is still required  
**Action: RL**
- g. *Community Assets* – from a Community point of view there was no further update; JR presented a list of the assets that were currently being considered for inclusion and the Steering Group advised as to whether they fall within the category. As part of this discussion, it was queried whether the signal box at the station could be utilised in anyway and suggested that a formal request to deal with it is made. RJ reported that the Greater Anglia development plans for the Hertford East loop may mean that action is taken.

## 8. Feedback on CDA/Baesch Almshouses

- a. JD reported back on her meeting with the CDA/Baesch Almshouses, and discussion surrounding a housing need survey. It became evident at that meeting that the community would be expected to deliver the survey and, based on the number of returns, it was felt that it would not be a good investment of money.

## 9. Planning for the postponed exhibition

- a. There was discussion about bringing forward the October exhibition date and planning for an online consultation. It was noted that there is still some work to do surrounding the policies and the Steering Group agreed that we should remain with the October date.
- b. It was suggested that we seek advice from SS as to what has been successful with online consultations in her line of work but noted that those residents without access to the internet will also need to be considered.
- c. It was suggested that we advertise a public consultation within the Parish Magazine, along with notification that further details including the date will be announced on the website once more is known about the pandemic situation. Anyone wishing to have printed information can make a request.
- d. It was further suggested that we have information online allowing residents to respond at their own leisure, and to host a Zoom Q&A/Webinar.

## 10. Outside Speakers

- a. JV explained that Bob Deering, a Town and District Councillor, had recently taken on Mayorship for Hertford. She added that he may be an interesting speaker to have as he could talk about the Neighbourhood Planning issues encountered by Parish and Town Councils.. All agreed he should be invited to attend a future meeting.

**Action: JV to contact**

## 11. Parish Magazine

- a. As detailed in item 9 above, an update on the public consultation will be submitted to the Parish Magazine for their deadline of 14 July.

## 12. AOB

- a. MD asked for JV to let him know what statistic information we would like the ONS to assist with.

**Action: JV**

## 13. Date of the Next Meeting

- a. Wednesday 22 July 2020 at **7.30pm** via Zoom Conference Call (logon details to follow)