

NEIGHBOURHOOD PLAN WORKING SESSION NOTES

Date:	3 November 2022
Venue:	The Board Room, The Maltings
Present:	Julia Davies (Chairman), Sarah Chapman, Mike Dormon, Tom Foy, Robin Jewett, Clare Maynard, Jan Reynolds, Sharon Strutt, Maria Tasker, Anne Washbourn, Christina Whellams (Secretary)
1. Apologies:	Andrew Clayden, Rowan Lloyd, Gini Trower, Jacqueline Veater (Consultant)

2. Notes of the last meeting

Agreed.

3. Draft Neighbourhood Plan Comments

- a) Site Selection narrative has been completed and sent to the Consultant.
- b) The maps that are included in the draft plan are not the final ones that had been submitted. These will be added.
- c) All felt that as the Consultant's time/cost is limited, that the group should take on the formatting of the plan.
- d) The next step is to produce the summary leaflet. Locality will be contacted to seek advice on whether a list of policies is sufficient information for a consultation.
- e) A simple summary statement explaining the policies will be presented to two members of the Steering Group to see if it's easy for the public to understand.
- f) Point 3.27 will be amended to refer to 'the parish councils' and the sentence referring to a landowner will be removed.
- g) HOU7 to be removed.
- h) A full plan will need to be available for the public to view.

4. Updates of Evidence Base, Consultation Report and the Summary Leaflet

- a) No further update on the Evidence Base.
- b) Feedback on the draft Consultation Report should be sent by email after the meeting.

5. Managing the presentation to the Parish Councils

- a) At least 2 weeks reading time should be provided for the plan, then a week later issue the draft summary leaflet and then meet with parish councils.
- b) The group felt that starting a consultation over the Christmas period would be unfair, so it should be ready to go to consultation starting 1st January 2023.

6. Timetable for the Consultation

- a) The draft plan should be ready by 24 November 2022, with the leaflet ready by 1 December and then parish council meetings the week commencing 8 December.
- b) Adverts about the consultation should be placed on Facebook, the website, in the press and there should be posters for local shops. Replies online should be encouraged.
- c) A statement should be given explaining that it is typically a 6-week consultation period but that this is extended to 1 January 2023.
- d) Statutory consultees will be advised by email and all responses are to be placed in a specific template that the Consultant will provide.

7. Finance Update

- a) Anticipated costs for further work of the Consultant have been submitted.
- b) The Group agreed that there should be a detailed fee for the Consultant's remaining tasks/duties; that she should be present at the examination panel; and that any extra tasks requiring payment will need to be approved.
- c) The three parish councils will be required to further contribute as previously agreed.

8. AOB

- a) Any factual errors or typos raised at the parish council meetings will be considered, but any comments about the content will need to be submitted as part of the Regulation 14 process.
- b) The sites have previously been approved by Stanstead Abbots Parish Council.

9. Date of the Next Meeting

The next Working Group meeting will take place on Thursday 24 November 2022 at 7.30pm.

ACTIONS:

- A) JD to contact Locality for further advice on the summary leaflet.
- B) JD to draft overall explanations as precursor to policies.
- C) SC to draft greenbelt and Housing policies summary for leaflet.
- D) Feedback on Consultation Report should be sent to JD.
- E) CW to obtain the feedback template from JV.