



Neighbourhood Plan Steering Group Minutes

Date:	20 April 2020
Venue:	Zoom Conference Call
Steering Group Members Present:	Julia Davies (Chair), Rob Bennett, Sarah Chapman, Andrew Clayden, Mike Dormon, Robin Jewett, Clare Maynard, Janette Reynolds, Sharon Strutt, Maria Tasker, Jacqueline Veater, Anne Washbourn, Christina Whellams (Minutes)
In attendance:	No members of the public in attendance
1. Apologies:	Tom Foy, Beth Knight, Rowan Lloyd, Katherine Rutherford, Gini Trower

2. Minutes and Matters Arising

- a. The minutes of the last meeting were agreed.
- b. It was noted that if the situation with Covid-19 continues, that it may be necessary to allow the public to join the meetings via a Zoom webinar, or alternatively to host a Public Q&A.
- c. The transfer of files to a new DropBox folder was successful, although it was noted that the housing sites information had disappeared. A back-up copy has now been restored.
- d. It was reported that Websters have submitted an application for Netherfield Lane to East Herts. We are not objecting to the proposal, although there are some Parish Councillors who have concerns.

3. Public Forum

- a. There were no members of the public present.

4. Delayed Referendums

- a. JV reported on the notification from the Government with regards to the delayed referendum. It states that draft neighbourhood plans can be given "significant weight" in planning decisions if referendums have been delayed due to the coronavirus pandemic.
- b. The terms in the letter are not clear but we have done everything that we can to date. There is still much to do yet and it was noted that this won't happen for a while.

5. Sub Group Leaders Meeting

- a. It was reported that a Sub Group Leaders meeting had been held.
- b. CM had not been able to attend the meeting but reported that stats from the local police had been issued about dangerous roads, and that we now have an opportunity to prove that there *are* issues within the village by submitting 'before' and 'after' type photos, demonstrating that during the coronavirus pandemic, the problems that we experience with commuters have significantly reduced.

6. AECOM Reports

- a. A meeting was held with the Design people at AECOM, who were extremely positive about the village and were glad to have had sight of maps and reports.
- b. We have not yet heard back with regards to the housing site assessment but they will review the process we have gone through and write a draft report.

7. Next Steps:

- a. *The Plan* – JD will write the plan and collect appropriate drawings and photos. It was noted that resident, Paul Wood, has offered to take photographs of any areas that we need. There are already photographs of the views and AW agreed to email these to JR. It was noted that resident and artist, Linda Gifford, produces drawings that have a more rural feel to them so JD agreed to contact her.
Action: AW to email JR
JD to contact Linda Gifford
- b. *The Template* – JV had previously circulated the Knebworth document which allows users to drop in text and it is automatically formatted. It was thought that BK was working on this document but it was unclear as to how far she had progressed with it. Clarification is needed to find out how far we have progressed in drafting the document and when we can expect to have sight of it.
- c. *Consultation Statement* – this needs to be a short document consisting of around 2 sides of A4 and examples are on DropBox. It should explain our process and what we have learned, giving the story of our journey. The ‘story’ should be around 10 pages with approximately 50/60 pages of appendices. It needs to be multi-authored and everyone is encouraged to look at the grid that KR has produced.
- d. *Evidence Base* – This takes on a lot of different forms and should be a number of comprehensive documents which are published separately but remain part of the plan (as narrative or appendices). It would justify the policies in the plan and should ideally keep to the same format.
- e. *Action Plan* – examples had been previously circulated and all agreed that the simpler version created by Bengeo is preferred. This document should capture ideas and thoughts that we can’t include within the policies allowing groups to then take these forward.
Action [agreed after the meeting]: CW to administer this document
- f. *Statistical profile of the Parishes* – RB had previously put together some statistics early on in this area and it was thought that he may like to continue working on this. MD also reported that his son works at the Office for National Statistics and said he was happy for his name to be put forward.

8. Content for the Parish Magazine

- a. It is not clear when the next edition of the Parish Magazine will be produced, although it was noted that a new Vicar has been appointed to start in September 2020. CM agreed to make contact with the printer to see if they are still producing any orders for the magazine.
Action: CM

9. AOB

- a. It was agreed that, for the purposes of placing minutes of the last meeting on to the Neighbourhood Plan website, that item 2d would be amended to ‘a named individual’.
- b. There was discussion about the community’s involvement during the Coronavirus pandemic and noted that local businesses The Oak, Ems Coffee Bar and the Red Lion have continued to provide a service for residents. RJ reported that the train operator has continued to provide a rail service with ticket offices at Broxbourne, Cheshunt and Tottenham Hale remaining open. We are still on schedule to receive new trains, and it was noted that the bus service 410 has been reinstated. It was suggested that information like this is added to the community Facebook page in order to keep residents updated.

10. Date of the Next Meeting

- a. 18 May 2020 at **7.45pm** via Zoom Conference Call (logon details to follow)