



Meeting date:	20 July 2019
At:	11:30, The Nigel Copping Centre
Present:	Julia Davies (Chair); Leah Pybus (minutes); Mike Dorman, Rob Bennett; Mike Allen; Janet Reynolds; Rowan Lloyd; Ann Washbourne; Sharon Strutt (Great Amwell); Katherine Rutherford.
Apologies	Sent by numerous

1. Updates

- Tarmac have offered a visit of their sites on 30 August (**Action:** JD to email round to see who is interested and also see if there are alternative dates.)
- **Action:** JD to ask JW to include KR and JR in the Drop Box group and look at having admin control signed over to someone in the steering group.

2. Use of consultancy

- Steering Group encouraged review the neighbourhood planning newsletter sent around by RB on how to make the most of your consultant.
- **Action:** All to provide email confirmation of what time the sub groups have from JV so that everyone is clear what is being used and there is a record.
- **Action:** Next management meeting to agree with JV on the scope of her role based on the initial paperwork to be clear on expectations and clarify when JV will be used.

3. Identifying sites

- Criteria for agreeing sites are critical to pin down and communicate as part of the consultation process so that the community are forming opinions on sites based on the agreed criteria rather than personal preference. (**Action:** JD to check with JV whether the community votes on the sites.)

4. Finance

- Grant application was submitted on 3 June. MD followed up this week, but the case worker is away. MD expects to be contacted by someone last week. While this is being resolved our expenditure needs to be kept as low as possible, e.g. managing the consultancy support we have during this time.
- A debit card is now available to draw on Parish funds.

5. Sub-group feedback:

- **Heritage:** RB currently pulling together a background report that pulls together all the evidence that has been gathered. The salient elements of this comprehensive report will be

pulled into the NP document. Sophie Bell has been in touch (professional archaeologist in Watton) and the group will engage with her.

- **Housing:** Report has been drawn up summarising work to date on site allocations and six criteria. Approx. 45 sites have been identified. Sites have been removed from the list where they have not met one or more of the criteria set – e.g. due to being in FZ3, or overlooking/over-bearing other housing. The original list has been narrowed down to 22 sites of varying sizes. Sites proposed through the call for sites remain in for consideration with the exception of the nursery site on Netherfield Lane as it was considered too far outside of the village boundary. A record of this is in the report. Next steps: 3 criteria are being set to sift the remaining sites underpinned by a series of weighted questions.

On design, the final parts of the character assessment for the village – 6 character areas of the village - are being assessed and will be pulled together in the report. A design workshop was run last month – information has been collated on what people see as important or missing for the villages, e.g. a village focal point which we don't have at the moment, and a central community facility with library facilities.

Action: invite Dave Roles (architect – contact details included in the sign in list for 20 July drop in event) to the next steering group meeting.)

- **Ecology:** 31 July meeting being held to bring ecology, housing and heritage together, to inform the housing sites. 3 September housing group will finalise the housing based on this.
Action: The wider ecological report needs to be comprehensive enough to provide a steer for any ecological surveys that are undertaken to ensure that nothing is missed.
- **Communications:** **Action:** KR/JD to look through key milestones going forward for communication and develop a communications plan.
- **Community:** List of assets of community value has been drawn up from the open days to consult with people on what and how we take forward beyond the neighbourhood plan.
- **Business:** Nothing to report.

6. Next steps

- Action: JD to investigate again the extent to which there is flexibility on FZ3 sites and opening these sites up for development if sufficient mitigation can be put in place.

7. Next meeting:

- **Tarmac tour of sites:** 30 August
- **Management meeting:** 6 September
- **Steering Group meeting:** 19.30 on 9 September, Red Lion