



St Margarets and Stanstead Abbots Neighbourhood Plan Steering Group

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| Meeting date: | 3 September 2018 |
| At: | 19:30, The Maltings Cafe |
| Present: | Mike Dormon (Chair); Clare Maynard; Christina Whellams; Tom Foy; Rob Bennett; Robyn Jewett; Anne Washbourn; Sarah Chapman; Rowan Lloyd; Andrew Clayden; Maria Tasker; Vanessa Murphy; Jacqueline Veater (consultant); Beth Knight; Gini Trower; George Pavey (East Herts CC) |
| Apologies | Julia Davies (Chair); Leah Pybus |

1. Updates:

- > **Disclosure:** Mike D now has completed forms for the following members:

Julia Davies; Gini Trower; Clare Maynard; Mike Dormon; Christina Whellams; Anne Washbourn; Maria Tasker; Robin Jewett; Angela Barrett; Leah Pybus; Andrew Clayden. Tom Foy; Sarah Chapman; Rob Bennett; Jacqueline Veater.

Action: Clare M will send a form to Beth Night and check with Colin Free. Those not completing the form will be removed from the email circulation list.

- > **Planning Appeal:** Mike D advised that the Netherfield Lane appeal had been turned down due to lack of attempts to re-let and loss of employment & lack of affordable housing. This may cause us some issues when looking for sites to fill our required number of housing. Mike D believes they may appeal the decision and we will wait to see what happens in due course.

2. Vision exercise:

Thanks to Leah & Rowan for producing the Neighbourhood Plan Vision Statement. All agreed this was an excellent statement and approved the wording.

3. Sub group objective updates:

Business Sub Group: Mike Dormon/Beth Knight & Andrew Clayden have yet to meet to agree objectives. All others were provided & advice provided by Jacqueline. **Action:** Clare M to arrange for them all to be placed in Dropbox on one document for review.

4. Summary of position with the East Herts District Plan

George Pavey from EH provided an update on our Neighbourhood Plan Area Designation application. He does not expect this to be refused as there were no objections; they had experienced objections on previous plan area applications. The area is expected to be agreed at the Council Executive on the 11th Sept 18 (the designation should be adopted two weeks after the Executive meeting).

George advised that the biggest change to the District Plan is the Village Chapter and that this will affect us if we have to identify sites outside the village boundary (in the Green Belt) to meet our housing targets.

The new National Planning Policy Framework is stating one thing and the District Plan another. These need to be in sync and legal advice is being pursued to seek clarification.

George clarified that any home with a completion date of April 2017 onwards would count towards our required number. George will have access to such data of new build numbers should we require this at any point. **Action:** Request info form George when required by Housing Sub Group.

To summarise, our area designation has been recommended for approval and we should have a definitive response by the 23rd Sept 18

5. Survey Questionnaire:

Beth provided an update on the survey. From a technical perspective, Google Forms has been used as the results will be instant. There is coding in place, so any forms partially completed will still provide results. Anyone completing online, will be able to save and go back at anytime to finalise.

Any questionnaire completed in paper format can be uploaded through Excel. Beth will ensure all data & results remain accurate. The job of uploading the survey data can be shared amongst the committee members who feel confident using Excel.

Beth, Anne, Julia & Vanessa has admin access to the system so can change wherever required.

The only cost involved will be for the printing of the paper version. Beth can produce whatever is required but warned us that any images could result in increased costs. All agreed the need to have the Logo included and that the colours should reflect the logo. **Action:** Beth to update survey as discussed. Thanks to Beth, Vanessa and the comms Team for their time spent on the survey.

Vanessa advised that the estimated cost of printing is approx. £500 for 2,500 copies.

6. Project plan for open day & survey completion:

Anne advised that the advert for the Parish Magazine needs to be submitted by the 15th Sept. **Action:** Management Group to approve the wording on 7th Sept.

- > Questionnaire needs to be finalised by 30th September
- > Printed by 7th October
- > Distributed between 7th & 15th October
- > Venues to be booked – **Action:** 3rd, 6th & 7th November. Clare M to speak to Nigel Copping as to whether the Copping Community Centre can be used for free (*weekday, evening*). Andrew C will speak to a local resident regarding the use of the Folly Community Hall (*weekday, day time*) and Vanessa to speak to Vicky Burt for the Village Parish Hall (*Sat or Sun 10am-3pm*)

Sunday 30th September 10.30am Vanessa will be holding a Comms Meeting at her house. **Action:** Ideas on vision boards for the open day to be provided. Consider including pictures, speech bubbles, objectives etc. Sub Groups not to worry about layout at this stage, it is merely content that is required for preparation.

Action: Jacqueline will obtain some visuals from the Bengeo NP for and place these in dropbox so we have some ideas/inspiration.

7. AOB:

Clare M to chase Julia Witting for dropbox access for Tom Foy.

Next meeting:

- Tuesday 9th October 7.30pm The Café, The Maltings.