



Neighbourhood Plan Steering Group Minutes

Date:	26 February 2020
Venue:	The Maltings Café
Steering Group Members Present:	Julia Davies (Chair), Rob Bennett, Andrew Clayden, Robin Jewett, Janette Reynolds, Maria Tasker, Gini Trower, Jacqueline Veater, Anne Washbourn, Christina Whellams (Minutes)
In attendance:	Gina Bridgman, Peter Bridgman
1. Apologies:	Sarah Chapman, Mike Dormon, Tom Foy, Beth Knight, Rowan Lloyd, Clare Maynard, Katherine Rutherford, Sharon Strutt

2. Minutes and Matters Arising

- a. The minutes of the last meeting were agreed.
- b. The Terms of Reference have been amended to reflect the introduction of a public item on the agenda, and the document is being presented to the Parish Council for approval.
- c. Action carried forward – RL to send to AW the design work that has been produced so far.

3. Public Forum

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

4. Progress with Policies

- a. Housing – work on this policy is still in progress.
- b. Ecology – LGS work is still being investigated. It was noted that reference to 'The Wilderness' needs to be removed and that there should be no footnotes.
- c. Heritage – work is complete on this policy.
- d. Community – AW reported that she has been working on this and is also looking at policies for riverside and sustainability.
- e. Transport – CM has circulated a draft to JV. The area of Parking currently states 'as required by the District Plan' but it was noted that we need to be more specific in relation to parking standards. A sub-committee of the council have not yet updated the parking standards so 75% still currently applies. JV reported that Bengo have recently submitted policies for walking and biking which had been approved, so its something for us to perhaps consider.
- f. Business – not yet met in recent weeks, but the questionnaire has been revised and sent to BK for adding online. GT offered to walk around businesses with the surveys in order to get some responses.
- g. AW requested that all sub-groups submit documentation for the Open Day by the end of the week in order to give her sufficient time to pull details together.
- h. Discussions then led on to the recent meeting with Websters and how we need to stipulate in our policies that we require affordable housing and 1-bedroom dwellings.
- i. There was debate about removal of the green belt and that if we include it in the plan and are able to justify the need, then it should be approved.

5. Open Day

- a. We have access to the Nigel Copping Centre between 2-9pm on Saturday 28 March.

- b. We will need to provide the following:
 - i. Feedback Forms (to be completed at the event) with pens
 - ii. Attendance Sheet
 - iii. Cakes and napkins/kitchen roll
 - iv. Mugs (GT to provide), teaspoons
 - v. Coffee, Tea, Milk, Sugar (JD to provide)
 - vi. Reusable beakers (AW/GT to provide)
- c. A rota will be circulated so that Steering Group members can allocate themselves an allotted time slot.

6. Finance

- a. As MD was not able to attend the meeting, there was nothing to report.
- b. It was reported that we now have contact with AECOM and are due to have a telephone conversation to complete the character areas and to set design codes.
Action: AW to advise JV on areas for assigning design codes
- c. The list of sites that we would like to present for consultation are:
 - Site 1: Websters
 - Site 2: Netherfield Lane
 - Site 3: BT Site (next to station)
 - Site 4: Lea Valley (South Street/Marina/Millers Lane)
 - Site 5: Amwell Garages (Charlie Saville site)
 - Site 6: Thames Water (field area next to New River on Amwell Lane)
 - Site 7: Area in between The Granary/Sanville Gardens
 - Site 8: Marsh Lane

7. Next Steps

- a. All to submit documentation that relates to the policies to AW by Friday 28 February.
- b. A feedback form will be created (based on a similar form produced by Watton at Stone) and will ask for users to indicate a simple 'agree' or 'disagree'. It was noted that the form should also ask for their postcode.

8. AOB

- a. There were no items raised.

9. Next meeting:

- Tuesday 10 March 2020, **8.00 pm** at The Maltings Café