



St Margarets and Stanstead Abbotts Neighbourhood Plan Steering Group

Meeting date:	22nd January 2019
At:	19:30, The Maltings Cafe
Present:	Mike Dormon (Chair); Julia Davies; Clare Maynard; Rob Bennett; Robyn Jewett; Anne Washbourn; Andrew Clayden; Maria Tasker; Vanessa Murphy; Gini Trower; Beth Knight; Christina Whellams; Sarah Chapman; Rowan Lloyd; Jacqueline Veater (Consultant)
Apologies	Leah Pybus

1. Survey Results:

A huge thanks to Beth Knight for producing a comprehensive insight into the neighbourhood plan survey results. Overall a 27% return on those distributed, which all agreed was an excellent return. Beth explained that the demographics were very good but is to check the numbers relating to unemployed, homeowner & rentals against the 2016 census rather than 2011. This is to see the weighted result against updated population numbers and actual survey responses.

Beth provided a summary of the survey results and the next plan is to pull some of the factual data to update the community in the Parish Magazine & Social Media sites. **Action: Comms/Beth**

Beth to liaise with Leah on the Open Day feedback. Those who have yet to provide Leah with their details, to do so asap, so that a summary can be provided to see whether anything differs from the survey. **Action: Beth/Leah**

2. Communication:

Agreement made to provide specific items for the Parish Magazine March edition, to update the community and not to bombard them with full stats and data. Vanessa to produce an update that relates to the Housing and Development. Sarah to provide some commentary on 'call for sites'. We should also make reference to those who are interested in being involved. **Action: Vanessa/Sarah**

Email to go to volunteers acknowledging their offer of help via the dedicated email address. **Action: Beth/Clare**

Julia Davies offered the SAPC Annual Meeting as a venue to provide an update on the plan. Julia to investigate dates. **Action: Julia**

It was suggested that we use the Housing & Ecology boards from the open days to map the suggested sites for housing following the survey responses. Mike to provide photos of the boards to enable Anne to mark the map. **Action: Anne/Mike**

Review Land registry against the call for sites: **Action: Julia Davies**

3. Action Plan:

Jacqueline suggested that a spreadsheet be created that pulls together what everyone is working on following the survey ie: comments regarding local doctors surgery to be collated and passed to local doctors to deal with.

There is a need to plug the gaps from the survey ie: rentals, schools etc. We need to think of ideas to obtain responses. Vanessa updated the group on the progress made to visit local schools, so this is in hand.

4. Emails:

Clare Maynard agreed to monitor any emails received. The expectation is that there will not be a high volume but that this would be revisited should the situation change.

5. Business Sub Group:

Meeting to be organised to discuss & prepare survey/presentation. **Action: Mike & Andrew**

6. Comms Sub Group

Provide a template for sub groups to start writing their policies, so that all are working to the same format. JV to provide draft sample templates of policies prepared by other planning groups to VM. East Herts Strategic list also to be forwarded to VM. **Action: Vanessa & Jacqueline**

7. Costs & Funding

MD confirmed that the survey and engagements costs were just under £1k. MD also gave an overview of the funding process and asked for an idea of budgets from each sub group by April. JD asked whether an amount should be agreed where approval is required & where 3 quotes would be needed. The majority of the expenditure is more than likely to be from the Comms Group, which Vanessa has in hand. **Action: All**

8. Schools

VM advised that the Comms group were working through a plan to present to the local schools. It was decided to treat Amwell View as a business. Agreed to try and set dates prior to the Easter break.

9. Social

JD has organised drinks & nibbles at the Red Lion for 4th Feb

Date of Next Meeting: 6th March, The Maltings Café 7.30pm