



Neighbourhood Plan Steering Group Minutes

Date:	18 May 2020
Venue:	Zoom Conference Call
Steering Group Members Present:	Julia Davies (Chair), Rob Bennett, Sarah Chapman, Andrew Clayden, Mike Dormon, Robin Jewett, Rowan Lloyd, Clare Maynard, Janette Reynolds, Sharon Strutt, Jacqueline Veater, Anne Washbourn, Christina Whellams (Minutes)
In attendance:	No members of the public in attendance
1. Apologies:	Tom Foy, Beth Knight, Katherine Rutherford, Maria Tasker, Gini Trower

2. Minutes and Matters Arising

- a. The minutes of the last meeting were agreed.
- b. CM reported that the printers for the Parish Magazine had changed and that July is the next planned edition.
- c. It was noted that for the next meeting, a notification will be made to allow members of the public to join. Anyone wishing to join the meeting, must email JD and she will send them joining instructions.

3. Public Forum

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

4. AECOM Update

- a. The Design team are continuing to liaise with George Pavey (Principal Planning Officer at East Herts) so it is anticipated that they are continuing to progress with work.
- b. A conference call was held with the Housing team and they have now been sent all documents requested, including a list of all sites. Individual site information still needs to be sent but is sketchy in detail so SC is currently checking before circulating.
- c. It was clarified that at this stage we should not yet finalise our policies or contact landowners and wait for AECOM to complete their review first. SS asked if she could be involved in the next call with AECOM as she is keen to collate their evidence in helping us to build a strong case.

5. Planning and 106

- a. JD reported that it has been suggested we write to the application officer dealing with the 106 money that is currently being redirected to Bishop Stortford.
- b. It was noted that 106 money does not necessarily have to be identified for a specific scheme but that it can be allocated for an area (e.g.) recreation.
- c. Stanstead Abbotts and St Margarets' Parish Councils are aware that there is unspent 106 money and this could weaken our case.

6. Sub Groups and Policy Progress

- a. *Business* – no meetings have taken place since the last Steering Group. It was noted that a draft policy has been created but that there had been debate about mixed use development on the

Netherfield Lane site. Now an application has been submitted, we need to find a way to make a case for residential. SS reported that the Glenny Report demonstrated that Netherfield was not suitable for employment and there had been no take-up for employment use. It was felt that the report had come at a good time, giving us justification for housing.

Action: SS to send the policy to JV

- b. Transport – CM needs to separate out the suggestions from JV and is trying to get ‘before’ and ‘after’ photos of the commuter parking. Traffic calming measures for Cappel Lane were discussed and it was noted that previous requests for speed bumps had been rejected because ambulances use the road as a back route.
- c. Ecology – AW reported that she had compared the report to East Herts and thought there had been some duplication. JV presented a section of the ‘Views’ policy to demonstrate the areas that could need tweaking, and shared an example of a typically good structure. The lists of views that had been produced by Ecology and Heritage have been combined into one list and AW agreed to send to JV what she had produced so far.

Action: AW to send to JV

- d. Community – this policy is in draft and AW had made a similar comparison with the East Herts policy. AW had hoped to arrange a sub-group meeting but it had not yet been possible. The Community Asset information still needs to be sent to JR.
- e. Housing – were hoping to have had a meeting but this had not yet been possible.
- f. Design – The High Street character assessment details still need to be pulled together.
- g. Heritage – nothing to report.
- h. JV presented a draft design mock-up template and was interested to hear feedback on colours, typeface, design and footers. All felt it had a positive look about it and were happy for it to be implemented. It was noted that the turquoise colouring of the logo is a little pale for use on text but that the green with black text will stand out sufficiently. JD reported that she had contacted Linda Gifford who was happy to provide artwork.

7. Finances:

- a. MD reported that the end of grant report had been submitted, accepted and signed off.
- b. JD suggested that an insert for the Parish Magazine is scheduled for the July edition and if anyone has any thoughts on content to let JD know.

8. Projected Timings for the Plan

- a. JV explained that all Group 1 villages are currently held up with developing their plans because of the Coronavirus pandemic but that East Herts are confident that we are all progressing as well as we are able to. They believe its not necessary for us to request an extension to the March 2021 submission date and that if we find ourselves delayed, we can at that stage present a basic plan, with evidence base and other documentation following at a later date.
- b. JV presented a revised schedule for the plan.
- c. She pointed out that the October 2020 date for local consultation on sites is a critical date for the rest of the schedule.
- d. The February 2021 date for the pre-submission open day is dependent on whether the Parish Council review dates (Sept and Nov 2020) and pre-submission consultation preparation (Nov and Dec 2020) take place.
- e. Most of it can take place virtually if need be, and there are a number of social media platforms that we could consider in allowing the public to talk to us.

9. AOB

- a. It was asked if it’s possible for the station to have flower baskets but RJ explained that permission needs to be sought from Network Rail/Greater Anglia and that there are many restrictions set for health and safety reasons. CM agreed to find out about large concrete containers to house plants and will liaise with RJ.

Action: CM to liaise with RJ

10. Date of the Next Meeting

- a. Monday 22 June 2020 at **7.45pm** via Zoom Conference Call (logon details to follow)