



## St Margarets and Stanstead Abbots Neighbourhood Plan Steering Group

<b>Meeting date:</b>	<b>23 July 2018</b>
<b>At:</b>	19:30, The Maltings Cafe
<b>Present:</b>	Julia Davies (chair); Clare Maynard; Christina Whellams; Tom Foy; Mike Dormon; Rob Bennett; Robyn Jewett; Anne Washbourn; Sarah Chapman; Rowan Lloyd; Andrew Clayden; Maria Tasker; Vanessa Murphy; Jacqueline Veater (consultant); Beth Knight; Leah Pybus (minutes).
<b>Apologies</b>	Gini Trower

### 1. Updates:

- > **Disclosure: Action:** those not on the list of completed membership forms to fill these in and return to Mike D – link to drop box folder. Those who have completed are:
  - Julia Davies; Gini Trower; Clare Maynard; Mike Dormon; Christina Whellams; Anne Washbourn; Maria Tasker; Robin Jewett; Angela Barrett; Leah Pybus; Andrew Clayden. Those not completing the form will be removed from the email circulation list.
- > **Area designation:** Still waiting for areas designated to be agreed by East Herts – this will probably by 11 September. Should be agreed quickly in the absence of any substantial objections. If they delay, we can have flexibility on the timing of our plan as a result. It may delay grant applications for October and extend the current working period of the plan until April next year.

### 2. Vision exercise:

JV ran a vision exercise to review the vision now the designated area for the plan has been submitted. **Actions:**

- > Leah and Rowan to draft a vision based on the terms identified in the workshop.
- > Sub groups need to remember to use the feedback from the questionnaire when forming their objectives and policies to show how we are reflecting what the village has expressed that it wants.
- > Sub groups to produce their objectives based on the new vision to present to the next steering group meeting in September.

### 3. Sub group updates.

- Mike Dormon has agreed to lead work on economy and businesses along with Beth Knight and Andrew Clayden. **Actions:**
  - > Andrew to also mention this group to David Jupp as he may wish to be involved.
  - > Leah to add to circulation if anyone would like to join the group also
- It was agreed going forward that each sub-group would provide a very brief update at each meeting from each group, flagging key progress and where work is off track. Concerns should be added to the agenda in advance of each meeting for wider discussion, with sub-group leads to let JD/LP know ahead of the meeting. More in depth presentations from sub groups will be arranged as required – jointly where necessary against key milestones in the plan.

### 4. Summary of position with the East Herts District Plan

The EH plan is being threatened with judicial review from two sources. Objection is partly based on a belief that the housing need figures stated are too high. This is a similar situation as that faced by situation as Stevenage with the danger that the district is left with no plan, leaving developers open to come in with planning applications and build on green belt if there is much more delay.

As East Herts is our development area, JV recommended that someone from EH comes along to talk to us. JV suggested George Pavey who is connected with the neighbourhood plan side of work and is interested in our ideas of community housing. The group agreed.

### 5. Comms group:

The comms group asked for confirmation on the stakeholder map. Some group members had stakeholders to add still. **Action:** everyone to double check and let VM know when they are done so this can be finalised.

**Action:** Sub-groups that have not fed back on the questionnaire to do so.

**Design:** It was agreed that the questionnaire needed to look professional if people were to be encouraged to complete it. There will be one questionnaire per household, with an online version if households want to fill in more than one questionnaire. This will limit the amount of manual data entry required from paper forms. There will be drop off points in the village for completed questionnaires, that will be secured to comply with GDPR regulations.

**Circulations:** It was suggested that leaflets be handed out (e.g. at the station/car boot) to raise awareness of the questionnaire to encourage people to complete it. Volunteers will be needed to give the questionnaires out. While the option for posting out the questionnaires with the Parish newsletter was considered, it was decided that this should be kept separate.

Other community events to hand out leaflets on the plan and how to fill in a questionnaire.

Looking for volunteers to visit groups within the community as part of engage and to organise the open day. A nominee from each sub group to join the comms group to organise. VM to find next day and email it out so people can attend.

**Actions:**

- > JV to look at two options – need to find another. Graphic designer down by riverside? AC to enquire with his contacts. Beth may also know and will enquire.
- > MT to look into whether there is a map from the house-to-house drop conducted in the context of the quarry protest.
- > AC to email Katrina Dukes.

**6. Project plan:**

- To combine the late September/October open day with the questionnaire going out to promote the questionnaire, avoiding holiday times.
- Call for sites: **Action:** Housing sub-group to send out a call for sites notice to see whether people have sites they want to put forward for development.
- Site evaluation criteria are needed for all of the individual sites being put forward. **Action:** JV to share with the housing group other examples. These can be quite complicated but can be simplified. There is an option for getting locality to come and help with this to provide technical advice (we can request once we have area designation agreed). JV recommended that the technical advice was to audit what we do so that we retain control.
- **Green environment:** – Ruth (works with JV) is up to date on local green/recreational spaces and developed the assessment criteria for green spaces. **Action:** LP to invite Ruth to the next ecology group on 17 August. AW to attend from the perspective of community spaces as there will be overlap.
- **Historical group:** waiting for info from Historic England – lists of graded 1-3 buildings. HE are keen to list buildings that are important to communities that fit their criteria – e.g. signal box if it isn't already...
- **Action:** JV to separate out economy and infrastructure into two groups in the project plan.
- Policy writing will begin from April – August 2019. Other sections of the Neighbourhood plan can be written while policies are developed, with some parts of the plan and supporting documents will be written by JV and Ruth.
- We will need a scoping report which we will use to consult with agencies to determine if a full Strategic Environmental Assessment (SEA) is needed. The scoping report will enable us to get a sense of where there may be objections to the final plan.
- Time has been built in to the current plan to ensure we can consult with the three parishes properly.
- **September 2019** – this will be the date for the pre-submission statutory consultation prior to submission to EH (Statutory consultations must all be six weeks.) This is the time when the community can say what they object to and have

to specify what they want changing – we then determine what we change and provide justification where we do not make the suggested changes.

- **Action:** JV to share the detailed programme document on drop box.
- Website is now up and running and being developed – we can now make this public. Separate email address that people can use to share comments.  
[Stansteadabbottsneighbourhoodplan.co.uk](mailto:Stansteadabbottsneighbourhoodplan.co.uk)

It was agreed that there would be no more long tables at future meetings. Table lay out would be square so there are no break out conversations.

**Dates for diaries:** It was agreed that steering group meetings would be monthly.

**Next meeting:**

- Monday 3 September 7.30pm The Café, The Maltings. Sub-groups to come back with objectives based on vision agreed via email.