

St Margarets and Stanstead Abbots Neighbourhood Plan Steering Group

Meeting date:	16 May 2018
At:	19:30, The Maltings Cafe
Present:	Julia Davies (Chair); Maria Tasker; Leah Pybus (minutes); Andrew Clayden; Rowan Lloyd; Robert Bennett; Mike Dorman; Clare Maynard; Anne Washbourn; Robert Downes; Robyn Jewett, Colin Free; Gini Trower; Vanessa Murphy; Christina Whellams; Robert Bennet; Angela Barrett; Mike Dorman.
Guests	Peter Troughton (Great Amwell)
Apologies	Julia Whitting; Sarah Chapman;

1. Updates:

- > **Walkabout:** St. Margarets, Chapelfields & Trotter's Gap covered in the April walkaround. Hillside Nursery was the most likely site for development, with a proposal in place for Hillside Nursery for a nursing home and apartments. Chapelfields garages are also a possibility – parking is an issue for residents in this area.
- > Every sub-group lead to indicate availability for a meeting with Jacqueline by the end of the weekend. **Action:** Leah to update and recirculate doodle poll.
- > Management group needs representatives from Great Amwell parish council for voting purposes. **Action:** Peter to take back to GAPC to identify someone.
- > Concern that GA have still not provided written consent for the Folly to be included in the plan and the delays this will cause to applying for grants.
- > First grant application has been submitted, with thanks to Rob B for his mammoth effort.

2. Sub-group reports: leads ran through the questions identified for the community survey.

- **Heritage (Rob):** heritage question is missing from the list. Going to produce a map with heritage sites including listed buildings and archaeological sites not yet investigated. **Action:** Rob B to send missing question.
- **Housing (Anne W):** any suggestions on the type of housing to be passed to the comms group
- **Environment (Leah P):** need to expand the list of spaces in the survey to include St Margarets; a map would be a good idea to number against the list of spaces so people know where they are. **Action:** Email St Margaret's spaces to Rowan Lloyd/Leah P.
- **Traffic & transport (Clare M):** Amwell roundabout lay out needs to be addressed; traffic calming measure (traffic lights and speeding; weight restrictions through the high street); off-road parking for residents – could some land be used for this.

- **Culture and community facilities:** calling this leisure, recreation and communities. Overlap with green spaces. **Action:** People to add to the list of activities to participate in.

Comms (Vanessa M): **Actions:** Comms group will now look at duplicate questions about what people want to see improve/addressed – pull into one place in the questionnaire. Questionnaire must be gender agnostic. Add something on disability access for the village. Link questionnaire to website where people can find additional information that will help them to complete the questionnaire. Group to think about how we find out how many people use the spaces in the villages who don't live there who will value the green spaces – e.g. walking groups, cycling groups. **Next steps:** comms group going to format the questionnaire and mark up duplicates. Will make available for review and put together a revised version. **Angela** will join comms group.

It was agreed that:

- > Only have free text options against questions on a scale – add to the scale response. Too difficult to use open answers to provide insight.
- > Questionnaire to be piloted with people from outside the group to ensure the questions are worded in a way that is understood. **Action:** All to pilot questionnaire with a person outside of the group once the draft is ready.

3. Logo:

Clare M presented some ideas for design which were well received.

It was agreed that the names of villages need to be equal size

Other member of the group were keen to submit ideas. **Action:** Any other ideas to be put in the logo file in drop box by **Friday 29 May** to be set up by Vanessa

Agreed that the logo question must be settled at the next meeting.

4. Website:

Thanks to Clare M for setting up the new website.

www.stansteadstmargarets.wixsite.com/neighbourhoodplan

This is not live yet. It is free and mobile device friendly – if we paid for a service we could have a site with more functions.

Ideas for the site:

- > hashtag to encourage people to share photos and what they like about their village
- > share a link to the survey on the website. Check with Jacqueline if this is ok.

5. Communications methods

Stakeholders map is now in the drop box on who to contact. Comms team will identify best ways of making contact with people depending on the stakeholder type, and

timings of when to contact people. Comms group will find out contact details but if people have contact details please add them to the list.

Action: Everyone to look at the stakeholder file and flag if any groups are missing – add to the list and let Vanessa know the change.

Next steps:

- > Put together a list of people who are prepared to deliver leaflets/carry out surveys
- > Map of streets and how they will be covered
- > Clarify if we are doing a survey per person or per household – advice from households. Thinking is per person so the range of views is properly captured.

Communications options were discussed including:

- > leaflet to give out at the station/tow path to raise awareness
- > Laminated cards to put on community notice boards
- > Printed surveys for care home residents.
- > Standard presentation to give to community/businesses

6. Parish Council engagement: Mike D/Julia D to take this once ready

7. Round table AOB:

- **Grants:** £5,196 awarded for six months to cover consultancy feed. This will need to be renewed in six months. Grant for tech support can't be awarded until designated areas is confirmed (waiting for GA to confirm they are happy to have Folly included)
- Surveying people not from the village – comms group to design a mini questionnaire
- Mapping ancient and venerable trees – Rowan and Gini looking into finding out where these are.
- School talks – new head coming in September so engage after the summer holidays. Do we need a questionnaire for children – how they use the village and what they would like to see. How do you prevent double counting if children fill at school – not also filling in at home. Secondary school pupils will be covered in the door-to-door questionnaire.
- Jeremy Vine show on Radio 2 talking about incinerators and landfill. Watch here: <https://www.bbc.co.uk/programmes/b0b25ddy>
- Sub-groups to move on to putting policies together for the final plan.
- Wildlife trust work on wildlife hotspots in the area –will incur a cost. Wildlife trust has produced a map already – Gini sorting it out and he will come and explain to the group once we have the info. **Action:** Needs paying – JD to chase invoice with Jackie Flemming.
- Neighbourhood planning training – can do a full day or watered down training - £300
Action: CM to circulate summary of the training. Can he come and do a Q&A session?
- We can sign up to ariel photographs
- Should the questionnaire ask about crime and safety/security? **Action:** Each sub-group to look at associated crime to be addressed.
- **Action:** finding someone to pilot survey questions on; people to do door-to-door knocking; update lists of stakeholders with contact lists; subgroups need to develop policies and put together evidence base; housing group to plot the sites from the walkarounds to suggest what is for development/protection.

- Next meeting agenda items: questionnaire; agreed logo; JD to look at what out of the sites are out of option so those in option can be taken forward. Clare bringing cake!
- Call for sites – this will be part of the technical support that we are waiting for financial support for.
- School land belongs to Diocese – concern that this could be developed on because it is within a residential area. Can this be protected?
- 2wks before next meeting send out what groups/people are expected to bring back.

Dates for diaries:

Next meeting: Wednesday 20 June, 19.30, The Café, The Maltings.

Sub-group meeting: tbc

Walkaround: Rye House/Briggens, Sunday 10 June at 11am at Netherfield House, top Cats Hill.