



Neighbourhood Plan Steering Group Minutes

Date:	14 January 2020
Venue:	The Maltings Café
Steering Group Members Present:	Julia Davies (Chair), Rob Bennett, Andrew Clayden, Mike Dormon, Robin Jewett, Beth Knight, Janette Reynolds, Maria Tasker, Anne Washbourn, Christina Whellams (Minutes)
In attendance:	Gina Bridgman, Peter Bridgman
1. Apologies:	Sarah Chapman, Tom Foy, Rowan Lloyd, Clare Maynard, Katherine Rutherford, Sharon Strutt, Gini Trower, Jacqueline Veater

2. Minutes and Matters Arising

- a. The minutes of the last meeting were agreed.

3. Public Forum

- a. The Management Group had decided that there should be a dedicated item on the Steering Group agenda for any non-members wishing to attend meetings. The item will last no longer than 15 minutes and allow any person wishing to talk for up to 5 minutes on any aspect of the work the Steering Group are doing.
- b. Peter and Gina Bridgman asked for clarification on how the Steering Group make their decisions, as they had concerns as to why their proposed development had moved down the ranking list.
- c. MD explained that East Herts District Council define the settlement boundary of the village and that the Bridgman's development alone is too far outside of this area to warrant moving the boundary.
- d. AW gave a brief summary of the scoring process, and all agreed that the Bridgman's should continue to submit their planning application to EHDC.

4. Terms of Reference

- a. In light of the above item (no.3), the Terms of Reference will be amended to reflect the introduction of this item within the Steering Group agenda.
Action: JD

5. Financial Update

- a. The latest budget report was circulated.
- b. BK felt that some of the larger costs detailed were fairly high and asked if the spend had been necessary. MD explained that the money cannot be used elsewhere and JD added that we have very much benefitted from the knowledge and expertise with regards to EHDC requirements and that keeping us on track has saved us wasting our time and resources.

6. Sub-group Updates:

- **Heritage:** it was noted that 3 more archaeologists have been found within the village since the report was produced. Work is progressing on where village roofing was produced, and around Dung Common (located at the back of Hill House).
- **Housing:** the next meeting is taking place on 16 January so there was nothing to report on, other than Websters outline plan is to be submitted.

- **Ecology:** there had been consensus on local green spaces and there are about 3/4 changes required on the map. There are more than double the amount of views that are on the conservation plan and there is just one grid reference missing for the Beacon. A walkaround will be organised and dates will be circulated. Public Rights of Way need to be included as a policy in the plan but there is currently no one to take on the work that is required. JD agreed to take a look. There are now more trees than in Victorian times and work is taking place to identify a way to list them. Requests will be made via the Facebook page. It was noted that membership of this sub-group is few in numbers, so new members are welcome.
- **Communications:** it was agreed that this group needs to be reinstated, particularly with the next Open Day approaching. If anyone wishes to take on this role, they should contact JD but, in the meantime, members of the Steering Group will take on the work collectively. Those volunteering were JD, MD, BK, AW, JR, MT and they will meet on Friday 31 January at The Maltings Café at 9am.
- **Community:** Work has been progressing on allotments and 'Surfers against Sewage' (plastic pollution). A suggestion of a community fridge for end of shelf-life food has been put forward but there is difficulty in finding a suitable place to house this. JR will also be making contact with the landowners of The Granary.
- **Business:** met on 16 December and due to meet again on 3 February. SS has very much led the group and is considering talking to those businesses on allocated sites and then possibly running the survey again. The 'Town and Country Planning' notices from EHDC that had appeared around the village at various business locations were discussed, and that their purpose is to advise that business sites can only be used for businesses.
- **Transport:** have been working on a summary of the services that currently operate within the village and it was noted that RJ has adopted the maintenance of the railway station.
- **Design:** work continues with AECOM and it was agreed that they should work with what we have produced already.
Action: RL to send to AW

7. Next Open Day – 28 March 2020

- JD reported that the Open Day will take place at the Nigel Copping Community Centre and it was suggested that the main hall is used for the presentation of all the policies. The boards previously used could be placed in the smaller room at the venue, and the policies will be presented on large sheets of paper (A1?)
- Content will be needed by the end of February.
- JD will place an advert in the Parish Magazine, and CM to place details on the website and on the Facebook page.

Action: JD and CM

8. Parish Magazine Insert

- It was agreed that a half page advert will be placed in the Parish Magazine before the Open Day and that an insert will follow in the May edition to provide an update/progress.

Action: JD

9. AOB

- Training sessions are available on Policy Writing (online) and Landscape Architecture (venue Hatfield). JD and SC will participate in the Policy Writing session. It was felt that the Landscape Architecture was not particularly relevant for any Steering Group members.

10. Next meeting:

- **Steering Group meeting:** Tuesday 25 February 2020, 7.30pm at The Maltings Café