

## St Margarets and Stanstead Abbots Neighbourhood Plan Steering Group

<b>Meeting date:</b>	<b>7 March 2018</b>
<b>At:</b>	19:30, The Maltings Cafe
<b>Present:</b>	Julia Davies (Chair); Maria Tasker; Leah Pybus (minutes); Jacqueline Veater (planning consultant); Andrew Clayden; Rowan Lloyd; Sarah Chapman; Robert Bennett; Julia Whitting; Clare Maynard; Anne Washbourn; Robert Downes; Robyn Jewett.
<b>Guests</b>	Anne Hardy, Great Amwell
<b>Apologies</b>	Gini Trower; Christina Whellams; Angela Barrett; Vanessa Murphy

### 1. Updates:

- > Parish council meeting postponed for a week due to electrical work in the Parish Hall.
- > Great Amwell have agreed to participate in the neighbourhood plan as far as the area around the folly and the rivers mead area. It was agreed that we should not seek to further expand the area we have now managed to agree for the plan.
- > Parish map: this needs to include the Parish Council licence number if we are to publish it – OS will be able to provide this. **(Action: AW)**
- > Community Housing event – JD and Sarah Chapman (and Jacqueline Veater) attended the Community housing event. Debbie Wildridge from CLA East is willing to come and talk to our group and Much Hadham on setting up community land trusts as a way of having sustainable affordable housing for local people. This would be of value further down the line when we know what housing we are looking for. **(Action: housing sub-group)**

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### 2. Consent forms

Steering group members need to sign a form to demonstrate that the group can be trusted as we go about the community as part of working on the plan. JD is drafting a form. We now need to be clear about who is a member of the steering group and therefore required to sign. Members would have the authority to vote. **(Action: JD)**

Smaller management group has now been established so the steering group can be larger if other members of the public wish to join the conversation. The management group still needs a St Margaret's Parish Council member on the group. It was agreed that Clare Maynard will fill this role.

The steering group terms of reference and terms of reference for the management group need to be updated to reflect changes. **(Action: RB)**

### 3. Communications plan

Communications sub-group met to plot out approach.

Vanessa/Sarah working up communications strategy using other neighbourhood planning communications plans as basis. Those who we might want to consult with at different stages are being mapped and a questionnaire will be developed to conduct a second and more comprehensive survey.

JV recommended we have external support to conduct a survey, and talked through a timetable for carrying out a survey and costings. The time period was given as 3-4 months, including design of the survey, data entry and report. Businesses would be covered through a separate survey. The survey would go out to approx. 1,850 households in total for Stanstead Abbots, St Margaret's and the Folly. Any survey would need to be approved by the Parish Council. We would be looking for a 30% return rate.

JV emphasised it is vital to get this right because this will provide our main evidence base – the questions need to give us the evidence we need and we need to ensure they are not ambiguous, hence the value of external support.

Any survey would need to take account that village feels like two groups: commuters into London and those who live and work in the village.

Sub groups all need to feed into the comms group what is needed for the questionnaire.

Costings provided:

- Consultation and survey design: £1,500-£2,500
- Data entry: £500
- Data analysis: £750
- Presentation: £250

With additional costs for printing, postal returns and incentives depending on what we chose to do.

Maria/Julia W are working on initial messaging that consolidates the current position – FB/Parish Magazine and notice boards. We need a website once messaging is out, and it would be beneficial to have external support to develop.

The group now needs to confirm its logo, name and brand to use for the website and communications. Stanstead Abbots St Margaret's Neighbourhood Plan was agreed as the name.

The website will need to be a separate website from the Stanstead Abbots Parish Council website. Steering Group is asked to look at the website spec circulated and comment. (This can also be found in the stakeholder section of the drop box).

The sub-group would consider options for designing a logo, including using locally based designers, or asking school children to develop a design. Alternatively, we could just use rolling photos of the villages that change over time.

Messages to be updated on the Facebook page **(Action: JW)**

Standing item on steering group to include agreeing key messages for communications **(Action: LP)**

4. **Sub-groups:** Should be starting work now (leads in red text)
- **Green environment and ecology:** Leah P/Rowan/Maria/Gini
  - **Communications** (incl design of final plan): Sarah C/JW/Maria/Vanessa
  - **Housing and development** (incl site allocations and working with housing bodies) Sarah, Anne, Julia D, Andrew C
  - **Traffic & transport** (limited powers to influence policy but can also create projects in an action plan): Clare, Robyn, Julia D (Christine?)
  - **Culture and community facilities:** Julia D, Anne, Gini, Clare
  - **Heritage and built environment assets:** (history soc may be able to help) Maria, Rob, Rowan
  - **Management group:** JD to give names already agreed 20 April for next meeting 9.30 Ashley Room.

Sub-groups to be indicated on the steering groups contact list **(Action: LP)**

**Guidance for sub-groups:**

- Sub-groups need to work to the programme JV has set out.
- Each group is asked to identify issues and questions to include in the survey. The starting point needs to be the results of the previous survey by end May **(Action: CM to circulate)**
- Completion of draft plan – January 2019.
- Groups need to look at how we address community problems – e.g. fly tipping
- There is a Conservation Area Appraisal for Stanstead Abbots on the East Herts website. Search: conservation areas or via this link:  
<https://www.eastherts.gov.uk/conservationareas> **(Action: JD to share hard copy.**

5. **Grants & funds**

Funds available to develop the plan are dependent on grants. Applications expected on the Locality/My Community website on 1 April. **(Action: RB is tracking this)**. Stanstead Abbots PC has some money aside to pay for essentials, Approx. £6.8k. Stanstead Abbots will be lead parish for grant applications.

As our boundary includes three parishes, we can apply for a maximum of £17k over 2-3yrs. The total costs for the plan may come to as much as £26k. **(Action: JD approach St. Margaret's PC about contribution)**.

Bank arrangements are being sorted through Jackie Flemming. A sub-bank account is being created within the Parish Council account. **(Action: JD to check with Jackie Flemming)**.

The management group need to draw up a draft budget for Rob to look at so that costings can be signed off by the steering group. **(Action: Management Group)**.

6. **District plan**

JW has a summary of how the District Plan relates to the Neighbourhood plan. **(Action: JD to recirculate)**.

The Main Modifications document for the East Herts District Plan includes two options that will enable our NP to identify housing sites in the Green Belt which the District

Council will ratify through either an early update of the District Plan or through the adoption of a specific site allocations Supplementary Planning Document.

Dec 2019 confirmed as a tentative date for the adoption of the plan following a referendum.

JV confirmed that central government packages of support will continue, which will give us access to financial and technical support.

## 7. Item 5 walk around

Feedback was provided on the folly walkaround

John Radcliff owns the field in picture 5. This is outside of designated area for the plan and it was agreed not to seek to extend the plan boundary to include this.

Garages in 6: housing association so could be interested in developing area into flats if the garages are not well used. **(Action: transport sub-group to consider this)**

Entrance to folly: this area should be protected as part of the plan, as should the areas in in pictures 4 and 8. **(Action: Community sub-group may want to look at the usage of the park and if they want to improve or it is redundant).**

Housing group to look at interest in building properties on the small sites pictured. Areas in images no. 13-15 are all in the flood zone. It was established that there is no possibility to do anything on flood zone 3 even if there are existing buildings on the land (regulations have changed since these properties were developed).

**(Action: Housing and development sub group to investigate on FZ3 possibility for non-residential development.)**

One last walkaround is needed to extremes of boundary

## 8. Boundary.

Timber Close industrial estate is included in the boundary so far.

Great Amwell are agreeing settlement as agreed by East Herts tomorrow to set the area going into our plan.

### Dates for diaries:

**Walkaround:** Sunday 29 April, 11.30 at St Margarets Road petrol station finishing with Chapellfields.

Rye House areas and Stansteadbury walkaround - tbc

**Boundary walk:** Sunday May 6 boundary walk

**Next meeting:** Wednesday 9 May: CE to look if we go to the folly

**General parish meeting:** May 10 – comms group to go and talk about plan.