



NEIGHBOURHOOD PLAN WORKING SESSION NOTES

Date:	14 July 2021
Venue:	Zoom Conference Call
Present:	Julia Davies (Chair), Rob Bennett, Sarah Chapman, Mike Dormon, Robin Jewett, Clare Maynard, Jan Reynolds, Sharon Strutt, Maria Tasker, Anne Washbourn, Jacqueline Veater (for item 5), Christina Whellams (Secretary)
1. Apologies:	Andrew Clayden, Rowan Lloyd, Gini Trower

2. Matters Arising from last Working Notes

- The notes of the last meeting were agreed.
- The actions were reviewed. Policies need completing and biographies for the website need to be added.

3. Feedback from EHDC Monitoring Officer

- There are no particular regulations relating to three parishes meetings and how they are run.
- Having terms of reference and publishing our minutes is sufficient transparency, and the meetings can run less formally than Parish Council meetings.
- Similarly, the Steering Group can decide on how their meetings are run and whether or not the public are invited to attend.

4. Feedback and follow up from Facilitator

- The recommendation following the facilitation session was to go to a Regulation 14 public consultation of the plan and policies which will include an amended list of proposed housing sites.
- The Facilitator is expecting a note from the lead Parish Council setting out the proposed actions regarding the Plan, following his Interim Findings report and the facilitation meeting on 30th June. A paper is being drafted for the forthcoming Parish Council meeting on 22 July.

5. Plan for a Regulation 14 consultation

- An updated project plan was presented with revised timescales.
- The most significant issue is to get Parish Council approval to go out to Regulation 14 and their feedback on the submission document.
- Moving forward, all three Parish Councils will individually approve rather than holding collective three parishes' meetings.
- A summary document of around 16-20 pages with all the policies included needs to be produced and will be sent round to every household asking for feedback. The rest of the consultations will be done via email.
- A copy of the whole plan should be available for those who are not able to access online.
- Consultation will then take place with other statutory groups. It will take a couple of months to prepare, then a 6-weeks statutory consultation period, followed by evaluation and then submission around February/March 2022. It is expected to be around September/October 2022 before the referendum can take place.
- If the final list of housing is more than EHDC specify, then there is the possibility of securing more funding with Locality.
- There is now a Government requirement to have a policy in place for Affordable Housing for Sale.

6. Updates from sub-groups

- *Housing* – there is constant confusion over the number of dwellings in the plan, so the original proposal has been reviewed in order to firmly fix the figures. The covenant proposed by Websters was discussed. Further expert advice is needed as to whether it can be reflected within the plan.
- *Ecology* – the policy continues to be worked on. It has uncovered a protected area not identified before. Further details to follow.
- *Heritage* – historic snippets of local information are regularly being added to the Facebook page which has had a positive response. Information regarding registered historic parks and gardens is being considered for the policy.
- *Business* – information is being collated in order for a background document to be written which will form part of the policies.
- *Transport* – significant railway works are planned by Greater Anglia around October 2021 (removal of Hertford East signal box) and April/May 2022 (platform lengthening for Ware and Hertford East) both which will create significant disruption/closure of the line. There are Government plans to close all ticket offices across the network so there is a possibility that a Food Bank or a library could be operated at St Margaret's with Greater Anglia approval. Marshalls are now onboard trains after 8pm for safety reasons. Artwork has been finished at the signal-box but Greater Anglia need to give approval as to whether the art can be fixed to the windows. Work on improving road markings is being progressed. Residents of Netherfield Lane are concerned about the increase of traffic with a new development but Websters don't anticipate the volume of traffic to be any different from what it used to be when the industrial site was operational.
- *Community Assets* – SAPC will approve their list at their next meeting.

7. Finance

- There has been no spend to report for this month.

8. AOB

- Catesby Estates have asked when the public will be permitted to attend meetings. Following recent guidance from EHDC, the Steering Group can continue to hold meetings without the public. All minutes are published and any relevant and pertinent decisions are made at Parish Council meetings which are open to the public.

9. Date of Next Meeting

- The next meeting will take place on Wednesday 1 September at 7.45pm and will be a Working Session.

ACTIONS:

- A. All to work on finalising policies in order for a summary leaflet to be drafted.
- B. All to submit biographies for the website.