

St Margarets and Stanstead Abbots Neighbourhood Plan Steering Group

Meeting date:	20 June 2018
At:	19:30, The Maltings Cafe
Present:	Mike Dormon (chair); Rowan Lloyd; Peter Troughton (GAPC); Christina Whellams; Anne Washbourn; Jacqueline Veater; Andrew Claydon; Robin Jewett; Clare Maynard; Jonathan Trower; Sarah Chapman; Rob Bennett; Maria Tasker; Leah Pybus (minutes)
Guests	
Apologies	Vanessa Murphy; Julia Davies; Gini Trower; Angela Barrett;

1. Updates:

- > Site walkarounds are now complete. It was confirmed that the sites we propose to allocate for development must be within the village boundary or very close to it, – East Herts guidelines are very specific about the ‘growth of the village’ by 10% so that sites outside of the village area will not count towards the 10% growth. As the area outside the village boundary is Green Belt, there must be exceptional circumstances for releasing Green Belt land for housing. East Herts arguments (put forward at the District Plan Examination) are that the best place to allow Green Belt releases, where no other options are available, is adjacent to sustainable villages (Group 1), such as Stanstead Abbots.
- > Consent forms: need to ensure that all people have signed. **Action:** MD to bring list of people who have signed so that outstanding people know who they are. Send a form to JV to make sure she has signed the right form.
- > LP to confirm sub-group lead meeting details and circulate directions to Between Time to sub-group meeting attendees.
- > LP to send doodle poll round for July meeting

2. Sub-group membership

- > Green environment and ecology: **Leah P**/Rowan/Maria/Gini/Beth Knight/Jane Free (advisor)
- > Communications (incl design of final plan): Sarah C/**JW**/Maria/Vanessa/Angela
- > Housing and development (incl site allocations and working with housing bodies) **Sarah**, Anne, Julia D, Andrew C, Mike D
- > Traffic & transport (limited powers to influence policy): **Clare**, Robyn, Julia D
- > Culture and community facilities: Julia D, **Anne**, Gini, Clare
- > Heritage and built environment assets: (history soc may be able to help) Maria, **Rob**, Rowan/Dick Dickson.
- > Management group Julia D, Mike Dormon; Andrew Clayden; Clare Maynard; Rob Bennett; Christina W. Comms members to be invited to join the management

groups as required on an as ad hoc basis. Jacqueline Veater to attend in an advisory capacity.

3. Sub-group reports: leads ran through progress to date.

- **Traffic & transport:** identified policies based on other plans – what will be investigated; increasing tonnage limit to prevent the village being used as by pass – making safer routes in the context of schools. Improving bus route to Harlow stations and access to local villages by bus. Parking – identifying land to be used by residents that live on streets already too crowded for parking – can use flood land for this. Need advice from JV on whether policies are looking right. **Action:** JV to send East Herts policy on parking space allocation per household.
- **Communications:** Finalising questionnaire – removing duplicates. Copy with JV to review. Working out how to distribute questionnaire and how many will come from each household. Call for volunteers to engage with community and consult – going to put out a call. **Action:** All to look at stakeholder list in dropbox and update with anything missing.
- **Housing and development:** Not met yet, but a meeting is being organised.
- **Culture and Community facilities:** meeting to be arranged
- **Heritage and built environment;** collated source material so in a position to begin writing policies. Meeting this week. Now need to take into account that the development needs to be within current village areas, not on the edge of Parish boundary away from the village (10% increase based on size of village in 2011 – need to add 94 houses from 1 April 2017). Struggle given how much of the space in the village is in flood locations. **Action:** AW putting together a map with flood zones and boundary of the village and sites already identified so we can see the space we have to work within. JV to provide information on previously listed buildings in the parish (old Grade III buildings) when this is recovered from Historic England's archives.
- **Environment & ecology:** to arrange meetings so Beth and Jane can come and provide a steer and advice prior to the sub-group lead meeting. Olive's farm – important ponds from Henry VIII that need to be protected - trying to find their location – Olive Farm? Difficulty getting the usable maps that the group needs from the Council. This seems to be working through drop box now – JV has checked the drop box link.
- **Management group:** Great Amwell have now provided the signed minutes to include the Folly in the scope of the plan. The Parish Council has now submitted our requested designated area to the council. This has been received and we are waiting for a decision. Legislation says 8 weeks decision period if a single parish but they have to consult so it will depend if there are any objections and the council's internal processes. The designation is on the council website for consultation see link: <https://www.eastherts.gov.uk/article/35287/Neighbourhood-Planning-Activity-in-East-Herts>
- . District council is unlikely to object. Gladman developments are likely to object – this is standard! If this has to be decided by a full council it will not be decided until October. This would delay surveys and applications for technical support.

Next steps: 5 July sub-group lead meeting

4. **GDPR: Action: LP** put a disclosure message at the bottom of email. Comms group Need to add a consent statement to questionnaire so people know their emails will not be used for any other purpose.
5. **Designated area** – see management group update above.
6. **Logo:** now chosen by the communications group. Steering Group approve choice. Need grammar amending. **Action: AW** to amend and circulate logo to steering committee for use.
7. **AOB**
 - Website – trying to change site to a .co.uk or .uk domain name. This will cost £102 for three years - steering group agreement for this. CM will put minutes of meetings on here for general access.

Dates for diaries:

Next meeting:

- **Sub-group meeting:** Thursday 5 July, 7.30pm Between Time, Marsh Lane (need time and location)
- **Steering Group meeting:** tbc, 19.30, The Café, The Maltings.