



St Margarets and Stanstead Abbotts Neighbourhood Plan Steering Group Meeting

Meeting date:	18 April 2019
At:	19:30, The Maltings Cafe
Present:	Julia Davies (Chair); Maria Tasker; Leah Pybus (minutes); Andrew Clayden; Robin Jewett, Clare Maynard, Mike Dorman, Anne Washbourn; Rob Bennett; Mike Allen; Janet Reynolds; Sarah Chapman; Christina Whellams.

1. Welcome Janet Reynolds. **Action: JR to sign GDPR and conflict of interest forms.**

2. Updates:

- > The project deadlines currently set out in the project plan will not be met and have therefore been revised. New dates:
 - Development sites consultation – September
 - Pre-submission open day – January 2020
 - 6 week consultation – February 2020
 - Plan submission - May 2020
- > Resignation: Vanessa Murphy will be standing down from the steering committee once the schools engagement has been completed.
- > A new proposal is being submitted for the Netherfield Lane brown field site, including 20 houses (mix 2 and 3 Bed houses) and B1 employment space, which responds to the reasons for rejecting the application last time round.
- > Meeting about the schools engagement has been held and new time frame agreed.

3. Budgets (Mike D)

- End of grant report submitted - £35 overspent.
- The new district council funding round was due to open 1 April but has been delayed. Funds have been earmarked but not been released. Funds are expected to be released sometime in May.
- Expenditure in the first month the grant is made is not covered by the grant which leaves the committee with limited funds. The Parish Council fund can be drawn on in the meantime where progress needs to be made, but this will delay expenditure non-essential work that requires funds..
- JV is not able to attend public meetings without the availability of funds to cover them.

4. Business consultation

- Business consultation event was held on Tuesday 16 April with 150 businesses in the Maltings receiving fliers in their invoices; fliers distributed along the high street, Lawrence

Avenue to known home-based businesses; and the village club. The event was advertised through the website, social media and posters.

- Just under 20 people attended the day (including Vicky Alderman from East Herts network group) which included a presentation about the plan work and used the boards from the open days.
- Printed surveys were handed out on the day as well as being available on line.

5. Sub-Group updates

- > **Communications:** Schools engagement will now take place on 6 June at St Andrews school – details of the event will be finalised at the meeting on 27 April to engage with the school ahead of the event on 17 May to run through the script. The group is looking at doing a joint session for schools to come together. Need to check safeguarding and consent requirements for taking pictures for the record.
- > **Housing:** Call for sites remains live (until the end of April) with 6 so far. The district council have to approve any land taken out of green belt. The group is now putting together the characteristics assessment for all the sites.
- > **Heritage:** Information on hidden sites is being gathered from digital imaging. The group needs to link with ecology and housing groups to map everything together.
- > **Ecology:** The group is drafting policies. They need to connect with heritage and housing once the call for sites period has ended and the sites have been mapped.
- > **Transport:** The group is looking through other plans to inform policies and investigating how to take forward initiatives, e.g. traffic lights and weight restrictions/ speeding control measures in the council. CM has emailed the police to explore how we can run a community check on speeding issue to get evidence of the need for traffic calming measures (this needs to capture roads leading into the village not just the high street).

6. Other actions:

- **MA/CM:** Find the details of the housing needs assessment to check how many new homes being built will count towards the quota.
- **Comms group:** Draw up a new stakeholder map to make sure all groups have been captured and take a decision on which groups need to be engaged with based on capacity to deliver sessions.
- **RJ/CW** to join the comms group to pull in the engagement work under the same group.

7. Next steps

Updated timetable has been sent by JV.

8. Parish Council

Parish Meeting is on Thursday 9 May from 19.15 and will invite those who have left contact details with the steering committee so that they can raise their questions. Members of the NPSG are welcome.

9. Next meeting:

- Parish Boundary walk Sunday 19 May, From St James' 11am
- Next meeting: 10 June, 7.30pm Red Lion Pub