



St Margarets and Stanstead Abbots Neighbourhood Plan Steering Group

Meeting date:	21 November 2018
At:	19:30, The Maltings Cafe
Present:	Julia Davies (chair); Clare Maynard; Mike Dormon; Rob Bennett; Anne Washbourn; Rowan Lloyd; Andrew Clayden; Maria Tasker; Vanessa Murphy; Beth Knight; Leah Pybus (minutes).
Apologies	Gini Trower; Christina Whellems; Robin Jewett; Sarah Chapman; Angela Barrett

1. Reflections on open days and consultations

- > The open days generally went very well. The Folly was slow but good learning for the other two events. Nigel Copping went well but was tight on space. People were genuinely interested and taking time to understand what was happening. VH went well. It worked well having committee members to greet on the way in. The event was very interactive with people talking residents through the boards. Residents were surprised at the effort and amount of work that went into the days and how very professional it was.
- > No representatives from Great Amwell were present at the open days but people from Great Amwell did come to the open days.
- > **Action:** AC to scan door signatures
- > Thanks to all for their efforts but to Anne and Vanessa in particular.

2. Surveys

- > 2.5k surveys were printed. 500 remaining. Need to deliver some to the caravan park area down the Rye House road (**Action:** JD)
- > Survey data:
 - 179 hard copies filled in.
 - 259 completed online.
 - 10 people who want a link to the online version.
 - Officially deadline is end Nov but will continue to take surveys until the end of the year.
 - Approx. 22% feedback rate at the time of the meeting.

- > Gaps in coverage/returns:
 - High Street is still a bit of a gap – this might be because many of the houses are rented.
 - Over 75s are not prominent on line but they have tended to use the hard copies.
 - People who are renting and who are unemployed are underrepresented. Census will tell us % of rented properties. (What's the unemployment rate for the village – hidden within a household).
 - No requirement for door knocking to increase numbers.
- > Paper surveys now need logging. Plan is to meet at Gini's on 6 December to start to upload data from surveys but this will not be long enough so some will need to be done over and above the 6 Dec time.

3. Next steps on engagement

- > Business group needs to meet – Mike/Andrew. Need to take account of businesses across the plan area not just Maltings. Have an engagement day in Maltings with the boards up – with an additional one for businesses and invite businesses to come on that day. In the new year.
- > Need to engage with schools in the new year – before half term/3rd week feb.
Action: CM to engage Helen Gillingham at St Andrews – she has experience of doing this with another school.
- > We need to be clear on what we want to get out of the schools engagement? Is the best approach to hook into the school ecology group.
- > **Action:** CM so find dates to engage on Much Hadham experience and report back to comms group. Also to find a contact for St John's School.
- > Rowan is available to go into the schools and help out with going to businesses – keep Rowan informed.

4. Funding:

- The steering group has worked hard to keep down the costs of community engagement by doing design work on the surveys and open day boards and printing through a company that charged cost only. Transport for the open days was also provided from within the group rather than hired. The committee had to pay for the hire of halls used for the folly and Stanstead Abbots events. Nigel Coping was free.
- Engagement spend came in above budget by about £100 on the £946 budget.
- Current grant runs out at the end of the month. Need to put the next budget together so that we can apply for the next stage of the grant. There is £11k more that we can apply for.
- Only St Abb parish council have provided funds out of the three parishes included in the plan.
- Not clear how much the remainder of the process will cost. Parish Council is concerned that we cannot control our costs, particularly cost of consultant.

- Previous cost estimates for putting together a neighbourhood plan from the consultant have been put at c.£15-18K. Buntingford cost £35k for a glossy approach.
 - Need to cost up the remainder of the process as well as process so far, including logging the things that have been done for no or reduced charge. **Action:** JV to pull together a breakdown of costs for the rest of the process based on her experience with other parishes.
 - A budget needs to be allocated for each sub-group who can spend within the budget allocated to them. A threshold for agreement of spend on a single item needs to be set for sub-groups but outside of that teams need to be given the freedom to get on with the work required. **Action:** VM/BK to look at using a free online process tool to work through a process for approval of spend by groups.
 - **To note:** the auditor is the concern of the PC. The main concern of the auditor is that money has been spent according to the purpose of the grant and that we have copies of invoices over £1000.
 - Mike Dorman has stepped forward to be the budget controller in the place of Robert Bennet, with thanks to Rob for the work he has done to date.
- > **Next steps:**
- Management group meeting on Friday so will raise with JV.
 - Complete a grant report that will show underspend that will need to be returned before the next phase of the grant can be applied for. **Action:** Mike D before the end of the year.
 - Mike D to take the Parish funds split to the management meeting on Friday based on the discussion at the St Abb parish council.

5. Sub group next steps.

- Processing feedback from open days. Each sub group to write up their feedback and **Beth** to collate numbers through the door. Send sub-group write ups by 25 Dec. **Action:** LP to pull into a single document in the new year. **Action:** AC to scan door signatures
- **Comms groups:**
 - Need to keep the social media engagement going – feedback on facebook what has happened and the coverage from the open days to encourage people to respond. Keep it short and thank people for engaging so far and reminder of deadline. **Action:** CM to put the display boards on the website so that people can be sign posted to them.
 - Online survey – leave on line until before Christmas – message out to let people know we’re keeping it running a bit longer. **Action:** Beth to deactivate site.
 - 120 people want email updates from the open days. Need to agree when emails are sent out and purpose. 20 of these would like to volunteer to do more – particularly housing or environment. Contact people to see if they are happy to be kept informed via the facebook page. Need to go through the surveys too to see if there are more. **Action:** CM to go through and make a list.
- Need to have a clear out of dropbox. **Action:** CM to put photos in the cloud to take them off drop box.

- Collate information that is on issues other than housing when inputting data. Do we present to PC? Herts Council Section 106 agreement oct 2012 that shows there is money available for the villages. **Action:** CM investigating this and how it might be used.

6. Next steering committee meeting

- Present the next steps and budget
- Present feedback from the surveys.

A.O.B.

- LP standing down from the steering committee, with apologies.
- JV contract coming to an end. Consideration needs to be given on the level of consultation that can be afforded next year given the concerns of the Parish Council.

Next meeting:

Tuesday 22 January 2019, 7.30pm The Café, The Maltings