**NEIGHBOURHOOD PLAN
STEERING GROUP MINUTES**

Date:	**12 January 2022**
Venue:	**Zoom Call**
Present:	Julia Davies (Chairman), Rob Bennett, Sarah Chapman, Andrew Clayden, Mike Dormon, Robin Jewett, Clare Maynard, Jan Reynolds, Sharon Strutt, Maria Tasker, Gini Trower, Jacqueline Veater (Consultant), Anne Washbourn, Christina Whellams (Secretary)
Attendance from members of the public:	4
1. Apologies:	None received

The Chairman welcomed everyone to the meeting and asked that videos are switched on when asking questions.

2. Working Notes
   a) The notes of the last Working Group were agreed as an accurate record.

3. Presentation of Policies
   a) The Consultant presented the policies, which had been previously made available to the public.
   b) The policies will form the basis of the plan and are ready for approval by the Steering Group (SG). This will allow the SG to continue adding text to accompany the polices and then seek approval from the Parish Council.
   c) There are 21 policies which fall into the following categories – Residential Provision, Environmental Protection (which includes community assets and greenbelt), Employment and Transport, and a Policy on Implementation. Maps will also be included.
   d) The policies will help a Planning Officer decide on applications, Parish Councils when they consider applications and giving developers the opportunity to decide if it will be in accordance with the plan.
   e) The policies listed in green are about residential development and include areas such as the greenbelt boundary and how we are going to change it, how we are going to achieve the numbers specified by EHDC, and each of the individual sites. There are also policies on design and the mix of homes, riverside and floating structures.
   f) The policies listed in dark blue are protection policies – there are three specific heritage policies (1 about designated heritage assets, 1 about non-designated heritage assets and 1 for protected views), four environment policies which include green space, biodiversity, valued hedgerows and the impact of flooding.
   g) The policies listed in light blue include five policies about employment, land and business; three about transport and 1 spending priorities policy which details an action plan that the Steering Group has created.
   h) If there is no Neighbourhood Plan, then East Herts will specify where the housing will go, and it gives the opportunity to have a say in protecting heritage, spaces and facilities that are important to the village. It will also capture developer contributions to benefit the community (at an increased rate when Community Infrastructure Levy is introduced).
   i) We are now at the point in the process where we draft the plan (Regulation 14), then submit a Final Plan (Regulation 15) to EHDC. After the examination we will need to amend the plan, based on the recommendations made by the Examiner.

j) We have had to undertake an extra step because of the environmental aspects of our village which involves a Strategic Environmental Assessment (SEA) and an Habitat Regulations Assessment (HRA). This is being funded by Locality and they have appointed AECOM to carry out both pieces of work.

k) The consultation (Reg14) will take place and last for approximately 6 weeks (end of April 2022), the Steering Group will then collate all feedback and approve the submission version which will be submitted to EHDC where an examiner will be appointed in order to carry out the examination. It is expected that the plan will be adopted by December 2022.

4. Public Forum

a) There were no questions raised by members of the public.

Following the public forum, the Steering Group voted on the policies. The vote was unanimous in approving the policies.

5. Communications plans for Regulation 14

a) It was agreed that as most of the items for discussion under this item fall within the remit of the Communications Sub-Group, this would be discussed at a separate meeting.

6. Hunsdon Neighbourhood Plan

a) Hunsdon have submitted Regulation 15.

b) It is not expected to have any impact on Stanstead Abbotts but one of their policies relates to Briggens Estate which is on our border. Whilst Hunsdon have supported maintaining large historical buildings, they recognise that there has to be a balance between what's acceptable for greenbelt in terms of expanding (i.e. a hotel). They have also been focussing on the new Gilston development and the impact of accessibility.

c) It was noted that Hunsdon have a doctor's surgery in their village hall around once a week and, as they are a smaller village than Stanstead Abbotts, it could be something for the village to consider as there is currently no surgery. It was suggested that this was placed on the Parish Council agenda for further discussion.

d) Anyone wishing to add any comments to support the plan should submit them to the Chairman.

7. Update on the Evidence Base

a) The Evidence Base is in the process of being created and currently consists of large quantities of paper/reports, so consideration is needed on how it is presented.

b) It was agreed that background information that relates to the policies should be included in the form of appendices.

c) The Summary Leaflet is being drafted and volunteers will be needed to deliver during mid-February. This will be discussed at the next Communications Sub-Group.

8. AOB

a) *Finance* - A request was made for an invoice to be submitted by the Consultant to include up to the end of the financial year.

9. Date of Next Meeting

a) A Communications Sub-Group meeting will take place on Thursday 27 January 2022 on Zoom at 7.30pm. All members of the Steering Group will be invited, in order to discuss plans for the Regulation 14 process.

b) The next Working Group meeting will take place on Wednesday 23rd February 2022 at 7.30pm, venue to be confirmed.

c) The presentation of policies to the Parish Council is likely to take place in the second or third week of February. 1 weeks' notice is required to call a special meeting but it will depend on when AECOM return the SEA which the Parish Council would like sight of.

ACTIONS:

No actions