

## Neighbourhood Plan Steering Group Meeting 5<sup>th</sup> December

Next meeting – Wednesday 25<sup>th</sup> January 7.30pm in the Jubilee Pavilion

Attendees	Apologies
Chair PF – Peter Fane	NP – Nigel Pett
Vice Chair MF – Miranda Fyfe	BH – Bridget Hodge
Accountability JR- Jim Rickard	Countryside access LW- Lynda Warth
Clerk BW - Beckie Whitehouse	Village Amenities SB- Sophi Berridge
Transport and Travel JC- Jim Chisholm	

Also Present:

Jenny Nuttycombe, officer from South Cambridgeshire District Council  
Howard and Barbara Kettel

There were introductions and some time was spent updating Jenny Nuttycombe, Howard and Barbara Kettel on where we are and how we got here.

Barbara has a background in data analysis.

Howard has a background in building and planning. Both are keen to be involved.

Updated Action List following meeting:

NP in action column = neighbourhood plan; in 'who' column = Nigel Pett

SG = steering group TBD = to be decided

<u>Action</u>	<u>Who</u>	<u>Timing / Comments</u>
Formulate vision statement for our NP	SG	Done - may be improved / amended as views evolve
Write explanatory statement of why we need a NP	TBD	What do we need that's not already in local plan or other docs ? Should be an agreed 'party line' with the PCs
Obtain SPC approval for steering group make-up	NP/BW	Done
Obtain GSPC approval for steering group make-up	PF	GSPC have approved PF as chair. Need them to ratify the document below
Agree mode of working between steering group and PCs	PF / NP	Draft doc circulated. Joint meeting of PCs in January ?

<u>Action</u>	<u>Who</u>	<u>Timing / Comments</u>
Write and agree terms of reference for SG	PF/JR	Requested by PF in e-mail 21 Nov 16. PF and JR to draft
Decide timeframe of NP	SG	Agreed on 20 years to mirror Local Plan
Define rules for expenditure by NP	BW	to check whether SPC will accept two signatories or must have three
Open bank a/c for NP	BW	
Produce budget estimate for NP	BW	
Apply for Locality funding	BW	Needs budget estimate first
Obtain GSPC approval for housing needs survey (HNS)	PF	Hastoe will sponsor the HNS. Must be commissioned by the PCs - their chairs now have authority to sign for this.
Contact Mark Deas and arrange mtg with housing spotlight group	BH	Possible wider meeting (housing group plus SG plus PCs ?) to avoid Mark Deas having to attend multiple meetings
Contact Linda Whitebread	BW	done
Contact Kathleen Foreman	BW	done
Contact Jenny Nuttycombe re 5 December mtg	BW	done
Contact spotlight group chairs re 5 December mtg	BW	done
Brief spotlight groups on constraints and what already exists, eg S Cambs Local Plan	TBD	
Produce written statement of deliverables for each spotlight group (how to list topics, contribution to questionnaire, etc)	TBD	the "two-side summary" in PF's e-mail 11/10/16. May also be a need to clarify to spotlight groups what is and is not in scope for a NP and for some partitioning of topics between spotlight groups.
Propose a timetable for the spotlight groups	TBD	For example a common deadline for questionnaire formulation
Communication to spotlight groups	BW	Spotlight groups to be asked to submit reports in advance of 25 January meeting and to prepare to present their work at open meeting in February
Construct website	MF	Done - URL to be changed
Propose structure for website (ie is it interactive, should contributors register, how updated, etc)	MF	Agreed preference for contributors to register. MF to contact Linton to see how they did this
Load existing content to website	MF	Mostly done. Data powerpoint to be added
Write additional text for website	MF	MF to signal where help needed
Communicate SCDC decision on designation to steering group members	BW	done
Communicate new SCDC guidance doc to steering group members	BW	BW at SCDC task-and-finish group 12 Dec 16

<u>Action</u>	<u>Who</u>	<u>Timing / Comments</u>
Check if SCDC have statistics or map of land use in NP area	BW	Not held by SCDC. BW to try with county council definitive mapping team
Check if SCDC have list of landowners in NP area	BW	It appears not. Other avenues to be explored including appeal via map on website for local knowledge.
Check if SCDC have list of businesses in NP area	BW	
Define contact strategy for landowners	TBD	
Define contact strategy for businesses	TBD	
Define what we want to ask / tell schools	TBD	
Contact schools	TBD	
Define project for Sawston VC pupils	TBD	
Contact Sawston VC	TBD	In hand - John Anstead ?
Other 'young people' contacts ?	TBD	
GS medical centre and surroundings	TBD	Project on its own or part of village infrastructure ?
Questionnaire - define content	TBD	
Questionnaire - define how data to be analysed	TBD	
Questionnaire - define mechanism for dissemination and collection	TBD	
Establish system to manage evidence base and background data	JR/BW	need to maintain list of all docs referred to in meetings
Note input from friends of GS library	TBD	Incorporated in Village Amenities spotlight group work
Use parish clerk network to see if other PCs have produced a brief for consultants to help with NP	BW	
Selection of consultant(s): individual or organisation ?	SG	May need multi-stage approach, eg in near future review whether we are on right track or have omissions; at later dates help with formulation and analysis of questionnaire; later still help with final compilation and presentation of plan. Noted that SCDC pay for a "health check" when plan is in draft form.
Next meetings	SG	SG meeting 25 Jan at 1930. Following meeting will be an open meeting for spotlight groups to present their work to date.