

Neighbourhood Plan Steering Group Meeting 25th January 2017

Next meeting – Monday 27th February 7.30pm in the Rose Pub.

Attendees	Apologies
Chair PF – Peter Fane	MF - Miranda Fyfe
BH – Bridget Hodge	Village Amenities SB- Sophi Berridge
Accountability JR- Jim Rickard	
Clerk BW - Beckie Whitehouse	
Transport and Travel JC- Jim Chisholm	
Green Belt and Access – IH Ian Hodge	

Also Present:

Howard and Barbara Kettel
Katherine McGilly
Bill French
Charlie Nightingale

There were introductions and some time was spent updating on where we are and how we got here.

1 Progress Plan (Jim took us through)

See attached updated plan for detail. Points arising from progress plan:

1. Format is not ideal: risks getting too long and does not easily show priorities or actions already achieved. JR and Barbara K to propose revised format.
2. There may be actions which should be in the plan that we haven't thought of: this is where input from SCDC or consultant should help
3. PCs have agreed to commission Cambs ACRE for the housing needs survey.
4. Land use (i): need Stapleford PC to sign up to the agreement enabling us to have access to county council mapping.
5. Land use (ii): mapping the use of land in the NP area could be a school/college project.

2 Mode of working: terms of reference

NP requests rewording to cover applying for finance. JR to amend and circulate.

3 Statements of deliverables for spotlight groups

Agreed spotlight groups need to be aspirational and unconstrained yet conscious of where the NP will fit among other policies and plans. NP to draft a guidance note for them; JR to refine and issue.

NP favours getting all spotlight groups together; no definite action tabled on this.

4 Reports from spotlight groups

There have been no further written reports from the Spotlight Groups but there were the following updates:

- Countryside access: IH seeking more info on the group's remit (see above re guidance note)
- Housing: awaiting housing needs survey. BH offer to prepare information pack on development areas
- Village amenities: no report, group meeting Sunday 29 Jan
- Transport: group has not met but has exchanged ideas by e-mail. JC to produce posters to encourage participation

Barbara K to join transport spotlight group. Katherine McG to join village amenities group (already member of countryside access group).

5 Business contacts

M Nettleton / P Fane letter has gone out to businesses in both parishes, with details of the NP website on and encouraging businesses to get involved - awaiting responses.

Some discussion around encouraging start-up businesses and suitability of vacant offices near Shelford station for same.

6 Consultants

Agreed to proceed with inception meeting with Mark Deas at a cost of £400, although more clarity needed on exactly what the outcome of this meeting will be. No other work with consultants will be considered until after this meeting.

7 Finance and Budget

Clarification that BW is Treasurer and Responsible Finance Officer. JR to assist her and act in the spirit of an auditor, while avoiding this formal title.

Some uncertainty over status of payments from the two PCs to the NP. Agreed to convene a smaller meeting (probably PF, JR, BW) solely on finance and budgeting.

8 Future meetings

Next steering group meeting Mon 27 Feb at 19.30 In the Rose.

Open meeting scheduled for Monday 6 May

Updated 31 January 2017

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. Needs to be on website.
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 terms of reference and so cover other SG members
Agree mode of working between steering group and PCs	PF / NP	Amalgamated into terms of reference - see below
Write and agree terms of reference for SG	PF/JR	JR to redraft finance paragraph: PF to submit for ratification by PCs
Decide timeframe of NP	SG	Agreed on 20 years to mirror Local Plan
Define rules for expenditure by NP	BW	Continuing dialogue with PCs
Open bank a/c for NP	BW	in progress
Produce budget estimate for NP	BW	
Apply for Locality funding	BW	Needs budget estimate first
Obtain GSPC approval for housing needs survey (HNS)	PF	Done
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
Brief spotlight groups on constraints and what already exists, eg S Cambs Local Plan	TBD	Combined meeting of spotlight groups ?
Produce written statement of deliverables for each spotlight group (how to list topics, contribution to questionnaire, etc)	NP/JR	NP to produce initial thoughts; JR to complement and issue for comments
Propose a timetable for the spotlight groups	TBD	For example a common deadline for questionnaire formulation
Communication to spotlight groups	BW	Guidance note asks spotlight groups to report to each SG meeting
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

Write additional text for website	MF	MF to signal where help needed
Communicate new SCDC guidance doc to steering group members	BW	done
Check if SCDC have statistics or map of land use in NP area	BW	SPC to sign agreement for use of county council mapping
Check if SCDC have list of landowners in NP area	BW	It appears not. But almost complete via 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	Nettleton / Fane "flyer" issued to businesses
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 amenities ?
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 27 Feb at 1930. Provisionally open meeting on 6 May.