

Stapleford and Great Shelford Neighbourhood Plan

Informal meeting of the steering group

To be held at Cox's Close Community Room, Stapleford

On Tuesday 12th June 2018 at 10.00am

Minutes

1. In attendance

Peter Fane (Chair) (PF), Ian Hodge (IH), Bridget Hodge (BH), Barbara Kettel (BK), Louise Morgan (LM), Sophie O'Hara Smith

2. Apologies for absence

Nigel Pett

3. Note of informal meeting 15th May 2018 (tbc)

LM has circulated notes from the 15th May 2018. No further amendments are to be made.

4. Matters arising:

a. Draft framework for Neighbourhood Plan *

PF and or IH will email BK the Draft Framework that Rachel Hogger has produced for BK to go through and review.

b. Draft community engagement strategy *

Draft Community engagement has been produced by Cambridgeshire Acre, this will be reviewed and updated at the next meeting. BH will contact Eleanor to discuss whether she would be interested in volunteering, to help with engagement, as offered in her email. PF would like to include the review of the Website within the future engagement work group. PF suggests contacting Miranda Fyfe and Graham Townsend with regards to reviewing the website contents and layout. PF would like to track down the Data that Cambridge Acre and the County Council sent in last year. BK agreed to chair a small working group on this. PF and or IH will email BK Rachel Hogger's email.

c. Reports of Gt Shelford (20/6) and Stapleford (13/6) Parish Meetings

BK has offered to report to at both Parish Council meetings and report back any questions.

d. Mapping and Data

Landscape Character Assessment. Sophie O'Hara Smith attended the meeting and confirmed that she will undertake the LCA. NPSG is happy to commit to hiring Sophie O'Hara Smith once the grant has been finalised.

5. Technical Support MHCLG

PF informs the group that the group has been offered Technical Support through Locality (MHCLG). PF is in the process of qualifying this.

6. Public Open Meeting 27th June 2018 Great Shelford Memorial Hall

The group has confirmed that there will be tables set up for the meeting and the following people will be facilitating discussion at the tables:

BK – Travel

BS – (Brain Scally) – Housing

BH – Grangefield

IH – Green Infrastructure

PF – Amenities

7. Banner

NP had circulated the proof for the Banner to all members of the group beforehand. The Group has confirmed the purchase of the Banner. Cost will be £49.99 + VAT.

8. Financial report and future finances

Parish council funding

Possible grant funding

LM

NP

LM / PF

LM informs the Group that there has been technical issues with viewing the confirmation from Groundworks. LM has been in contact with Groundworks and hope to have it qualified by the end of the week. Updated Financial report however, the last Bank statement that LM received was Feb 2018.

9. Future meetings:

(i) Next meeting NPSG, *Monday 2nd July 2018 @ 10.30am*