

**Stapleford and Great Shelford Neighbourhood Plan**  
**Meeting of the steering group**  
**held at 7.30pm on Thursday 20<sup>th</sup> July '17**  
**At 27 London Road, Great Shelford CB22 5DB**

**Notes**

Present:

Peter Fane (chair, acting Secretary, PF), Miranda Fyfe (MF), Ian Hodge (IH),  
Bridget Hodge (BH), Nick Pett (NP),

1. Apologies for absence

Barbara Kettel

**2. Notes of last meeting (draft attached) and matters arising:**

Notes of previous meeting (as circulated) approved.

SG agreed there was a need for a "figurehead" for each group

Amenities group: there being no chair, following Sophi's resignation. NP offered to take it on chair of the amenities group, to include GS village centre.

**3. Administration and budget:**

a) Arrangements with Stapleford PC for secretarial support - and review of secretarial support needs:

NP reported on interviews for RFO and assistant clerk to Stapleford PC the previous day, when arrangements for give secretarial support with effect from 1<sup>st</sup> August were agreed subject to appointment.

Stapleford PC (19<sup>th</sup> July) had been positive about moving forward the NP.

b) Budgeting and grant, arrangements with SPC as lead parish council

Current balance £1343.

Beckie £93.75 further and approx £80 owing. Fyfes' further invoice for domain hosting to be submitted to Stapleford PC from now on.

NP agreed to supervise NPSG bank account and arrange for Beckie's name to be removed from Lloyds records, address to be changed to Stapleford PC.

Locality / Groundwork to be notified to make payment of grant to Stapleford as lead PC.

NP asked that o/s invoices (inc Fyfes' for web and hosting) be submitted by 31<sup>st</sup> July.

#### **4. Local Plan:**

- a) Meeting with SCDC to discuss relationship of NP with Local Plan: in discussion with Jenny Nuttycombe at SCDC. Date tbc.
- b) Report of Inspector's meetings re omission sites in these villages  
Nobody from the SG had been able to attend the hearing on 12<sup>th</sup> July re large omission sites (inc Jesus College proposed Science Park and housing).

#### **5. Contract with Cambs ACRE and future meeting(s):**

All agreed that though the meeting with Cambs ACRE re affordable housing and housing needs survey would be a parish council(s) meeting it would need to be public, and conclusions recorded as evidence.

All agreed with NP that SG needs to sort evidence record and progress plan. Key question was where over 100 houses are to be accommodated within the villages.

NP to speak to Mike Nettleton about how and when meeting is handled, and to secure his agreement to put it on the NPSG website. Mark D to provide list of dates available <sup>1</sup>.

#### **6. Progress of spotlight groups:**

- a) Housing spotlight group - and Housing Needs Survey.  
BH questioned whether VDS should just be updated outside the scope of the NP, whereas PF stressed the importance of this being extended to both villages, and if possible included within the NP.
- b) Transport and travel group - report of meeting 17th July (attached)
- c) Amenities spotlight Group – see above.
- d) Access to the countryside spotlight group
- e) possible area-based spotlight group (Great Shelford Village Centre)

#### **7. Consultations and events:**

- a) Stapleford Village Day
- b) Feedback from Great Shelford Feast

#### **8. Dates for future meetings - and staged timescale for progress** 7.30pm 23<sup>rd</sup> August, venue tbc

#### **9. AOB (preferably notified in advance)**

- (a) Landscape assessment: BH to invite Sophie O'Hara Smith to present to a future meeting so that consideration be given to this £4700 cost.

---

<sup>1</sup> Affordable Housing meeting to be hosted by both parish councils in Great Shelford Memorial Hall on 5<sup>th</sup> September.