

MINUTES

Steering Group Meeting Monday 18th September 2017 at 7.45pm, The Parish Church Room

Attending: Peter Topping, Arthur Greaves, Martin Livermore, Rob Foden, Alan Oswald, Pam Freeman, Emma Powlett, Ashley Arbon, Sophie O'Hara Smith, Jo Denny (Administrative Assistant)

Apologies: Ken Winterbottom, Amanda Thorn, Tim Stone

1. Update from each workgroup

Any updates to be discussed under point 2.

2. Discuss Emma Powlett's drafting of whole document

EP went through her editing of the various workgroup sections into one whole plan with appendices. Tried to bring into 1 format.

All feedback and comments to be sent EP within the next 7 days. The document however cannot be finalised until after the workshop following comments by residents on the policies. Please can EP have additional information to be provided on section 5.3 to make it more relevant to the village.

PT - once draft finalised can move to next stage and instruct a consultant to go over it.

Landscape character assessment, do we need one? SCDC have sent guidance on this to parish council. Guidance to be forwarded to JD and other steering group members who would not have received it to consider. JD to speak to SCDC if needed.

Section 2 and 3 edited and much of the information is now in the appendices.

Facilitators to provide comments to EP on this generally and if not happy that bits have been moved.

Policies, have we got too many, do we want to amalgamate any?

E&H group there is a lot of information that has gone into section 3 and some policies turned into objectives. Don't think the ethos lost. Where any queries as to evidence this needs providing if not already provided.

Community Assets – AO on initial look thought it looked good.

Transport – 3 policies with lots of projects that have been put into the projects section.

Section 3 is all background. Consider whether anything can be deleted.

AA raised that little information was known on the infrastructure of the villages, utilities such as Cambridge Water and where facilities can be provided for future development. He suggested writing to the utility companies asking for a statement of their infrastructure in the next 20 years.

SOS said this must be dated and can go out of the date very soon. JD to look into this.

The steering group thanked EP for all her hard work drafting the plan.

3. Workshop 28th September 2017, agree programme for the evening and facilities needed.

PF and AG for the transport group are unable to attend the workshop on the 28th September. They have arranged a separate meeting for the transport workgroup on 11th October at in the Bees. PT will attend this meeting too and anyone else from the steering group who would like to attend.

It was discussed that the transport policies will still need to be presented on the 28th to all residents. **Who from the steering group can do this?**

Agenda for the meeting on the 28th – an overview of the neighbourhood plan, why doing it and where we are now, each workgroup facilitator to present where the group is and their policies, followed by questions. The Presentation by each facilitator should be no more than 5 minutes with questions to follow of about 5 minutes. Whether there is to be a general question and answer or to split into each workgroup can be decided on the night depending on numbers.

Policies to be presented on slides plus handouts on tables and vision/objectives and policies displayed on A3 around the room.

PT to provide introduction and facilitators to provide JD with their policies/ information for slides by Monday 25th September so she can produce a power point slide show.

Maps to be used at meeting to be organised in digital form by EP, SOS and AA. AA has now prepared maps in digital format for all the workgroups based on the requirements they provided to TS. **EP, SOS and AA to provide JD with maps for the workshop.**

TS to bring large maps with overlays to also display.

Arthur has projector. JD to liaise with him.

4. Landowners meeting, agree those to be invited and content of letter.

PT - we need to engage landowners and present where we are at, in similar way to the workshop on the 28th.

A discussion took place as to whether we need to invite developers. The general view was no, developers should not be specifically invited. Landowners can send a

representative if they wish. It was agreed to add to the draft letter to landowners that if they are unable to attend they can send a representative.

A further discussion took place as to what the purpose of the meeting was. It was agreed that it was needed to continue the consultation process. If landowners have ideas do they fit in with the current plan?

JD to send her latest landowners contact list to RF and AA to amend and update as they have more details.

PF to provide JD with a list of landowners in the parish around the station.

AO raised that we may not have a complete list of landowners as very difficult to obtain, but we can show we have made all efforts to obtain details and contact them.

Before landowners meeting on the 20th October, JD to contact other villages who may have already arranged a meeting to discuss how they presented it.

5. Maps

AA, EP and SOS to meet to agree the digital maps to be used in the plan.

AA completed a number of maps for the groups already which looked very good.

6. Assets of Community Value

AO advised that this is something that can be done separately to the neighbourhood plan and would look into this in due course, but not part of plan.

7. AOB

JD to review the consultants to be approached for quotes once the draft plan is more finalised. Parish council to deal with grant application.

The questionnaire to residents was originally sent out in in 2014, a brief discussion took place as to whether this needed updating, but it was felt it did not.

Travel Hub – Parish council and TS met with Councillor Burkitt. There is the possibility of 2 pilot hubs and a letter has now been sent saying Whittlesford would be in agreement to trialling this, good for parking, bus services, other facilities.

Decision to be made in January 2018. Transport meeting on the 11th October will discuss this to gain interest, it should be village led. The land on corner of A505 owned by Smithson Hill available for this.

8. Date for next meeting

To be arranged between the 12th and 19th October once consideration of comments on policies/any amendments to the draft plan following the workshop and before the landowners meeting. JD to arrange.

AA raised the Housing Infrastructure Fund. To be added to agenda for next SGM.