

MINUTES

Steering Group Meeting Tuesday 6th June 2017 at 8pm, The Parish Church Room

Attending: Peter Topping (PT), Martin Livermore (ML), Rob Foden (RF), Tim Stone (TS), Alan Oswald (AO), Ken Winterbottom (KW), Jo Denny (Administrative Assistant) (JD)

Apologies: Amanda Thorn (AT), Pam Freeman (PF), Arthur Greaves (AG)

1. Update from each workgroup facilitator

Environment & Heritage Update by Tim Stone

The excellent draft report prepared by Malcolm Turner/Ashley Arbon will largely be used in the annex as evidence in support with a shorter list of policies in the main body of the plan. The group is also looking to designate 4 new areas following discussions with Ashley Arbon. The 4 areas:

- Priority Agriculture area, Grade 2 and 3
- Priority Nature site. There is lots of waterlogged woodland which is specific to Whittlesford. Martin Baker from the Wildlife trust has suggested ways to protect.
- Heritage sites. Essentially sites not already receiving any protection from anything else, i.e. listed buildings or areas. For example the archaeological excavation site, walls of walled garden
- Park field between cemetery and North Road

2 main things to do, meet as a workgroup to decide if want to do this and add to plan.

TS suggested using one of the large parish boundary maps and adding an overlay of the different Environmental and heritage issues and new designations. This can be shrunk for the plan as independent examiner will need to see.

Another crucial matter is that parts of the report will need to go in other groups sections as a lot overlaps. A discussion was had as to whether the name of people who had helped draft the report needed to be referenced in the final plan. It was agreed that it is Whittlesford's plan and therefore specific names should not be referred to. Tim will meet with his workgroup to finalise polices and then share these and any evidence with the other workgroup facilitators for their use where issues overlap. Martin Livermore asked that this be shared sooner rather than later.

Any advice from professionals regarding designation or other issues, can be accepted and used in the report, but any editing of content of plan should be undertaken by SG members.

Peter Topping reminded the SG that plan is about development and we should concentrate on that. We ultimately want the plan in place before next round of developers put in any applications. We do not want to delay completing the plan.

KW raised that it will be necessary to get landowner permission if their land is to be designated. JD to check the position on this and also general requirements for designating areas. Do we need to have consulted on designated areas?

Community Assets & Infrastructure Update by Alan Oswald

Issues to be covered; Memorial Hall, The Lawn, other green spaces, education, churches, retail, license premises, footpaths (will be part of Environment & Heritage group too), societies, clubs, charities and medical.

Assets outside of Parish such as IWM should be referenced only.

Active support for assets such as Memorial Hall necessary in plan but smaller societies not required. Other areas of importance, The Lawns, education, play equipment, use of lawns for certain age groups of Warriors football. KW referred to Newton Road play area also.

JD suggested AT report setting out the consultation to date would be helpful to the group. AO seen report.

Provision of preschool education, Whitsers and any section 106 money an issue, but no decision made on this yet and unlikely until the end of the year.

Housing & Commercial Development Update by Martin Livermore and Ken Winterbottom

They have an outline set of policies that people have commented on. AT commented that these need to be supported with evidence. AT's advice and comments on structure very useful. The workgroup is likely to need to meet again to finalise.

JD mentioned she plans to contact some businesses in the Parish that do not appear to have returned surveys. AO mentioned he has contact details at the Officers Mess for the IWM Parish side that he will forward on.

KW queried whether the County Council had talked anymore about the redevelopment of the depot. Peter Topping advised that there was no update.

Transport Facilitators Pam Freeman and Arthur Greaves could not attend meeting

PF sent an email update. Query as to whether the transport group will cover cycle ways, which the SG felt it, should. PF to clarify.

It was suggested that a separate meeting should be arranged with PF and AG the facilitators of the transport group as they could not make the meeting. JD to arrange this with herself and PT. Other members of the SG will attend too if available.

Transport at station briefly discussed. Abellio suggesting 2 story carpark. Other more ambitious suggestions by other organisations include, new park and ride, move carpark, old

carpark turns into a commercial development. Park and ride likely to be the only suggestion that might stop commuters trying to park for free.

2. Drafting/Evidence gathering queries

No specific queries raised, other than those dealt with during update above. AT advice on drafting to be followed:

- Chapter introduction/background
- Review of SCDC Local Plan (adopted and emerging) - the Whittlesford NP needs only cover any "gaps"
- Acknowledgement of additional sources of possible change for the chapter material in question e.g. City Deal, legislation changes, etc.
- Sub heading for each policy area - with each then including introduction, policy wording and justification

3. Neighbourhood Plan Introduction – drafted by Martin Livermore

ML draft sets the scene very well, now need to add further information in introduction to include how plan started, complying with National Planning Policy, Local Plan etc.

4. Draft Vision and Objectives Update

SG to provide JD with any final comments by 15th June 2017.

5. Timeline (Launch Event?)

The SG still hopes to finalise each workgroups draft policies by the end of June with final plan by end of July. It will be necessary to bring the sections together as a single document. A further SGM was agreed for the 29th June 2017 at 8pm for the SG to agree the contents/policies of each of the other workgroups. Each facilitator to send their draft to the other members of the SG in advance of the meeting to enable sufficient time for reading.

Style/Design/Illustrations for the plan to be agreed

A launch event/Open Meeting was discussed and it was suggested that this could take place in September once final plan sent to SCDC. Event to possibly take place at the IWM as they have previously offered conference space.

6. Neighbourhood Plan page in Look – July

Content to include general update, which Vision Statement agreed, proposed open meeting in September. TS to draft brief update for the Environment & Heritage group on designating areas.

7. AOB

Swavesy Parish Council Meeting with other Neighbourhood Plan groups to discuss neighbourhood plans generally, give and receive advice. PT and TS attending.

Date of next meeting, Thursday 29th June 8pm Parish Church room.