

**Whittlesford Neighbourhood Plan  
Steering Group Meeting  
Thursday 26<sup>th</sup> April 2018, 7.30pm**

Present: Peter Topping (PT), Alan Oswald (AO), Ashley Arbon (AA), Tim Stone (TS), Rob Foden (RF), Ken Winterbottom (KW), Trudie Davidson (TD) (Administration Assistant)

Apologies: Martin Livermore, Pam Freeman, Emma Powlett, Arthur Greaves, Sophie O'Hara Smith

<b>1. SWOT Analysis as per Rachel Hogger's report</b>	
This was recommended to ensure the policies linked back to SWOT.	
AA had concerns about this being a worthwhile exercise. PT agreed that it shouldn't take up too much time.	
AO has a SWOT that ML had put together. This appeared to be a revised version of one TS has. AO to circulate this again to the group including TD. E&H need to add some around strengths and weaknesses and specifically around newts. KW need to add in the H&C information. Unsure where Transport group have got with theirs.	AO E&H KW
TD to email group asking for completed SWOT and add to website.	TD
<b>2. Resident Queries</b>	
a. Granta Processors - AA spoke with Roger Marsh and gave an update. Rachel reported that the group needed to be proactive in saying if the land comes up for sale the NP preference is that it would be a good place for housing development. TS noted this must be affordable housing.	
b. Sarah Williamson (Moat House) PT & AA met with Sarah about clarifications on some of the maps.	
Group discussed the need for a FAQ page on the website. TD will go through old minutes etc and pick out the type of questions being asked, circulate this to the group for drafting of answers.	TD
PT to write article for next Look magazine (deadline 12 <sup>th</sup> of the month) including FAQ and timeline. TD to chase week before.	PT/ML TD
<b>3. Vision/Objectives</b> – group agreed to defer this until the later in the process	

<p><b>4. Consultation work/grant – carry over?</b></p>	
<p>PT reported that the consultant fee took almost the entire grant and a report has been sent in to close it. Can now apply for a further grant with a view to using it to publicise and engage the village. TD to look into the website for applying, change password and look at a new bid with PT.</p> <p>Group discussed possible venues – eg Bees, Social Club</p> <p>KW noted a draft version of the plan should be available for viewing. Item for next agenda – how to sell the NP to the village.</p> <p>Group agreed Steering Group meetings should be set day per month to ensure momentum. TD will arrange.</p>	<p>TD PT/<a href="#">ML</a></p> <p>TD</p> <p>TD</p>
<p><b>5. Editing/formatting of NP</b></p>	
<p>PT reported that Emma can hopefully edit the document if required. Group agreed this should be on readability and not changing content.</p> <p>TD reported that from what she had seen the formatting was different in some sections and that formatting moved when opening files on different software versions. TD requested that all groups send her the latest copies of their sections for tidying up and putting into one draft plan.</p> <p>TS noted that there were lots of old versions on the website. TD will remove all old versions and replace with the new full draft document when it has been tidied.</p> <p>TD will collate all photographs and maps held so group can see if any more photographs need to be taken. Somebody to bring laptop and projector to view these at a subsequent meeting.</p> <p>TD to email Alison Talkington at S. Cambs to introduce herself and to seek clarification about groups obligation or not to provide a printed copy for all households. TD will also ask for follow up from E&amp;H meeting with Alison on 16 April.</p> <p>AA reported that the N.P.P.F. of 2012 had been revised by Central Government and that this revision had been put out for public consultation until May 10th 2018. I am told that the final version of this new document will be published and come into force in the middle of June 2018. The 206 paragraphs in 70 pages state from about paragraph 25 onward, that Neighbourhood Development plans can involve themselves in strategic policies e.g. changing the line of the Green Belt. This interpretation of the draft document was confirmed by David Roberts, a colleague of Alison Talkington in the</p>	<p>All</p> <p>TD</p> <p>TD</p> <p>TD</p> <p>Any</p> <p>TD</p>

<p>Planning Policy department of S.C.D.C.</p> <p>In addition to the above there has been a minor change to the Planning Practice Guidance document concerning the Historic Environment. This is the document that explains amongst other things how Neighbourhood Plans should provide information about designated historic sites, (Scheduled Monuments and Listed Buildings), and non-designated Historic Sites. The E&amp;H group have followed this advice and produced a list of 50 non-designated sites in Whittlesford. The P.P.G. document was updated in early April 2018 but the only change was Paragraph 44 which said that internal changes to a listed building was no longer considered development, consequently, planning permission is no longer demanded but Listed Building Consent is still a legal requirement.</p> <p>In short the structure on which we have based the E&amp;H policy document is still current.</p>	
<p><b>6. Numbering of policies</b></p>	
<p>TS had responded to Alison Talkington's brief on policy numbers requesting that the plan uses for format WHI/EH1 etc. No reply as yet. TD will ask for response in her email.</p>	<p>TD</p>
<p><b>7. Maps</b></p>	
<p>Discussion around interactive maps with layers. All groups to think about what they need. E&amp;H have already decided. AO noted parish boundary is unclear in places. TD to contact Jenny Nuttycombe to request some possible dates by mid May for a meeting.</p> <p>May need some grant money to pay for some graphics work.</p>	<p>All TD</p>
<p><b>8. Any Other Business</b></p>	
<p>a. Amanda Thorn has resigned from the group as she has a position with South Cambs planning. PT to respond to her email.</p> <p>b. TS noted that the group may need to consult with the residents of property on the non-designated assets list. TS will circulate the list when it is finished. PT will run this past South Cambs.</p> <p>c. Conservation appraisal – update at the next meeting</p> <p>d. AA noted the Tree Schedule was in need of updating but hadn't had a response from Miriam Hill the new Tree Officer. PT will speak with Alison.</p>	<p>PT  PT  PT/AO?  PT</p>