

**Whittlesford Neighbourhood Plan
Steering Group Meeting
Wednesday 23rd May 2018, 7.00pm**

Present: Peter Topping (PT), Alan Oswald (AO), Ashley Arbon (AA), Tim Stone (TS), Ken Winterbottom (KW), Martin Livermore (ML), Pam Freeman (PF), Arthur Greaves (AG) Trudie Davidson (TD) (Administration Assistant)

Apologies: Emma Powlett, Sophie O'Hara Smith, Rob Foden

<p>1. Follow ups from last minutes</p>	
<p>FAQ – TD reported that questions so far were specific to the person asking rather than general questions suitable for a FAQ but that the group could come up with some.</p>	All
<p>Grant – TD has downloaded the information and looked at the figures. Possible grant funding total is £9,000. According to Marie there has been income so far of £3,668.50 leaving £5,331.50 available. Any grant money applied for now will need to be spent by end of March 2019. Action – Trudie to get details of how to apply for another grant from Jo and Marie and feed back to Peter</p>	TD
<p>Plan - PT reported that Emma was unable to do any editing of the plan until after the summer. TD had combined the various parts of the plan into one document that was shared with the group. Group discussed need for a shorter summary document that could be printed if main document was online. KW noted a few parts that hadn't been included. KW to send these to TD. TD will then circulate to the group for checking and any additions/deletions to be sent back to TD by next Thursday. Decision needed by PT on which layout to be adopted as at the moment each group has done this differently. Once agreed TD will tidy the document up ready for be put on the website by the end of May.</p>	KW TD All PT TD
<p>AA asked if PT knew when the NPPF was being adopted. PT responded that he did not know the precise date but it would be over the summer.</p>	AA/TS PT
<p>E&H team raised issues they had with Alison Talkington's response and recommendations. AA & TS will forward PT a few bullet points to take to Alison, and her supervisor, for clarification and report back. PT said that it may be that some of the aspirations – while valid – can not be taken forward via the NP.</p>	PT PT
<p>Group discussed the independent examiner process provided by SCDC. PT will also speak with Alison Talkington about how and when this should take place. The issue of maps still needs to be actioned. See below.</p>	
<p>2. Consulting the village</p>	

<p>Group discussed need to engage the village now in the plan. TS noted the SCDC toolkit for community engagement but suggested face to face would be better.</p> <p>Group agreed that there was a need for a clearer more robust vision statement and that the introduction in the plan needed condensing. <i>Martin please can you draft and circulate - Peter</i></p>	ML
<p>Discussions took place around the greenbelt and development of affordable homes and the need to retain/enhance the northern belt. AA reiterated the problem in the village with a lack of smaller homes and that the vision must address this. ML noted that in a high priced area such as Whittlesford would they ever be truly affordable.</p> <p>AO pointed out that the SG need to all be able to sell and defend all proposals in the plan but didn't feel everyone was at that point yet.</p> <p>PF pointed out that residents' views needed to be taken into account and that some residents may want some greenbelt development.</p> <p>Group discussed having a series of roadshows at a couple of venues during mid July to present the vision, current policies, SWOT and maps. PT will ask Alison Talkington about the maps when he meets her.</p>	
<p>TD will draw up a 'to do' list for PT to delegate out tasks to get this moving quickly. This to include contacting venues, fliers, posters, technical equipment, refreshments. Budget needed for this to include in grant application.</p>	TD/PT
<p>Group agreed to bring forward the next meeting to 20th June.</p>	All
<p>3. Memorandum of Understanding – PT proposed that this be signed and returned. AG to take to the next full council meeting. TD to send AG latest copy.</p>	AG/TD
<p>4. Sophie's response to E&H views section</p>	
<p>PT proposed this would be better discussed when Sophie is present so carried forward to next meeting's agenda.</p>	TD
<p>5. Any other business</p>	
<p>None</p>	