

**Whittlesford Neighbourhood Plan
Steering Group Meeting
Wednesday 20th June 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, Rob Foden, Sophie O'Hara Smith (resigned)

1. Follow ups from last minutes	
<p>Grant – TD reported she had begun the process of applying for new funding but had a couple of queries on the Expression of Interest form which she had sent to KW. TD to resend and to cc PT. PT & TD will then complete the grant.</p> <p>Group discussed how much funding would be required bearing in mind there is only one more opportunity to apply after this one.</p> <p>PT suggested budgeting: £1000 for roadshows including refreshments and publicity materials £200 for maps</p>	TD
<p>All groups to provide a budget profile for any other spending they may feel appropriate.</p> <p>Suggestion that some budget be spent on Cambridge Acre consultant for an update.</p> <p>Plan - Discussion on whether or not to employ a professional editor and/or a proof reader. Would need to be someone who understands planning but is independent of Whittlesford. Agreed this should be once the plan is almost finished and the design has been sorted.</p>	All
<p>Tim and Martin have looked at the overlaps in their sections and Martin has made some changes. TS to remove the appropriate sections from the E&H section.</p>	TS
<p>TS wasn't sure he had the updated report from Rachel (consultant) TD will send.</p>	TD
<p>PT suggested design should follow that of the Environment & Heritage section. All other groups to reformat their sections and send to TD for collating into a new draft.</p>	All
<p>PF sent email just before meeting with some comments on the introduction. PF gave TD hard copy of amendments. TD will amend plan accordingly.</p>	TD

AA noted there are some historical inaccuracies in the introduction that will need looking at before the final plan.

AA asked PT whether the Local Plan would be available by July. PT unable to confirm.

E&H Views Section – TS suggested that Sophie’s visual analysis be moved out of the E&H section and into a separate section after the intro as it does not produce policies but sets the scene for the other sections. This would reduce the length of the E&H section.

ML noted the views should be prioritised.

PT reported he had spoken to Alison Talkington and she stands by her commentary pointing out that she is passing on the response she thinks an independent assessor will put forward further down the line.

AA reported it was suggested that some ponds shouldn’t be included as not on the OS maps. AA had contacted OS to check size of ponds included – 8m x 8m.

AO suggested there will always be disagreements about what everyone feels is important and it was agreed to continue and see what happens.

2. Roadshows

PF & AG had spoken with Marie and Laurie at The Bees and they are happy to host and provide refreshments. Group agreed on Wednesday 25th July 6pm – 9pm as one of the road show dates.

TD will confirm date with Marie.

TD

PT had written to The Red Lion who are keen to support the village.
PT will chase.

PT

PT will approach the primary school

PT

AG will speak to John Brown at IWM.

AG

AO to speak with Rob to see if he had approached the social club.

AO

Group agreed all roadshows should take place before the end of August.

ML will put article in Look with the date for the Bees event and a note about other dates and venues to follow.

ML

ML has quote for fliers. Group agreed it should be colour. Discussion about whether to pay for delivery.

<p>Group agreed to provide 5 short bullet points for each section to go on a roller banner. These should be provided to ML by the end of the week.</p>	All
<p>PT noted that another village (Foxton?) had run a competition to encourage people to look at the website and plan. PT will follow this up.</p>	PT
<p>PF suggested it was important to get the views of children and young people – example Rendlesham. MO suggested SVC school council. PT had previously run a session with Year 6's at the primary school which could be repeated. PT will speak with the school about this alongside as a possible venue.</p>	PT
<p>Lettice Martin Croft also to be considered.</p>	
<p>TD to produce a chart for everyone to put down their availability once all dates fixed. Hoped to ensure each section is represented at each roadshow but the bullet points on the banners should ensure others could cover any queries if not.</p>	TD/All
<p>Group discussed having a blank map available.</p>	
<p>AA noted that maps were still a big issue. AA and PT to visit SCDC.</p>	AA/PT
3. Any other business	
<p>TD received an email from Lauren Moore at IWM requesting a meeting with the Housing and Rural Development team. TD will forward KW & ML the original email. KW & ML to arrange a meeting.</p>	TD KW//ML
<p>Lauren has also invited TD to visit as new to the plan. TD will organise.</p>	TD
<p>PT to look at design statement.</p>	PT
4. Date of next meeting	
<p>25th July is now a roadshow date. Agreed to keep next meeting as 22nd August.</p>	