

**Whittlesford Neighbourhood Plan
Steering Group Meeting
Wednesday 26th September 2018, 7.00pm**

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

Apologies: Emma Powlett, Rob Foden, Peter Topping

<p>1. Feedback from Roadshows</p>	
<p>AA suggested that the banners and the cost of the Red Lion had been far too expensive. The Red Lion had been free previously. TD confirmed the Red Lion had been approached about a reduction to the cost as it was a community function but this had been refused. Group agreed it was too expensive to use in future.</p> <p>PF noted people who came had not looked at the plan and a few printed out may have helped.</p> <p>AO suggested a tri-fold leaflet, similar to one he had been given from a rotary club to summarise their annual report, might help engage people and point them to the website. Action: AO will design.</p> <p>PF reminded the group that the examiner will look for evidence that villagers have seen the plan, have been consulted and comments recorded and taken on board.</p> <p>Group agreed something was needed to regenerate interest.</p>	<p>AO</p>
<p>2. Maps</p>	
<p>TS & AA were going to meet Sam Johnson regarding maps but this had been cancelled as PT met with Alison Talkington.</p> <p>AA reported that he had downloaded all the necessary forms and arranged for the Parish Council to be registered under the P.S.M.A. Public Sector Mapping Agreement. Parish Councillor Eleanor Norman, in consultation with AG, has completed the registration and now has the log in address and password; both have been passed on to AA. This effectively saves the Neighbourhood Development Plan £525 with such matters as Ordnance Survey copyright etc.</p> <p>The digitised maps that are currently being used to plot the collected data are 1: 10000 scale. This resolution is not adequate to show individual properties in sufficient detail, thus cannot be used for the final plan. A scale of 1:1250 would provide the necessary</p>	

<p>detail.</p> <p>AA had also had a quote from a private company for a 5 layer non-interactive map of £700.</p> <p>Action: All groups to send TD their current maps and requirements.</p> <p>AA requested AG take the possibility of the PC funding a GIS interactive map as this would be v. useful generally. Action: AG to take to next PC meeting.</p>	<p>All</p> <p>AG</p>
<p>3. Sophie's Visual Analysis</p>	
<p>TS noted that the visual analysis should go at the beginning of the whole document. It could then come out of the E&H section. Group agree. Action: TS to liaise with TD to take this forward</p>	<p>TS/TD</p>
<p>4. Masterplan</p>	
<p>AG reported that they haven't seen the Masterplan yet but are hoping that someone will attend the PC meeting in October to explain it. AG/PF attended a workshop in July and have been to meetings including at the station. PF noted it was a very wide and detailed brief.</p> <p>AO stressed the importance that the consultants talk to AG and PF specifically rather than as part of a general group of interested parties.</p> <p>AA remarked that all parts of the plan need to be backed up by evidence based documents and feasibility studies. The feedback from the roadshows include several aspirational requests e.g. footpath from station to school, which need to be properly investigated by feasibility documents; the Government inspector would surely insist on these.</p>	
<p>5. Editing Final Document</p>	
<p>Group agreed this couldn't be decided as the document was not complete.</p> <p>TS noted sections were ok but what are our aims? What are we trying to do? Maybe a Forward from AG as Chair of the PC at the front?</p> <p>TD has been working on the document over the summer to make it more consistent, including numbering policies as advised by Alison Talkington. Document does not include images or maps at present and the appendices are still to be typed up. Action TD to send out the document electronically to the group and upload to the website.</p>	<p>TD</p>

6. Detailed Timings	
<p>Agreed that timings on original document need updating as unrealistic. Group agreed the Plan needed revitalising and the SG needed guidance going forward. Suggested grant money, with top-up from PC if needed, for a consultant again would be beneficial.</p> <p>Action: TD contact Rachel to see if she could help and possibility attending the next meeting.</p>	<p>TD</p>
7. Date of next meeting	
<p>– 17th October tbc. Action: TD to check PT can make this date, book room and confirm to SG</p>	<p>TD</p>