

**Whittlesford Neighbourhood Plan  
Steering Group Meeting  
Thursday 7<sup>th</sup> February 2019, 7.00pm**

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

Apologies: None. Absent: Rob Foden

<b>1. Apologies</b>	
None received. Group agreed to take Rob off the distribution list. <b>Action: TD to amend distribution list to remove Rob and Emma.</b>	<b>TD</b>
<b>2. Minutes from the last meeting and matters arising/actions</b>	
Maps – TD did circulate list of maps and accompanying SCDC guidance on maps - on agenda	
Consultation statement – TD has drawn up list of events so far and researched how the consultation statement should be written - on agenda. <b>Action TD to send round list of events for input.</b>	<b>TD</b>
Grant money – TD did email Marie for grant money left which she provided and although hadn't got exact amount to hand TD thought it wasn't very much. <b>Action TD to check.</b>	<b>TD</b>
AA's request for full financial breakdown – still outstanding. <b>Action TD to request again from Marie.</b>	<b>TD</b>
Powerpoint – Outstanding. <b>Action – PT to forward to TD for inclusion on website.</b>	<b>PT</b>
Rural Travel Hub – on agenda	
The Plan – PT has spent some time going through the plan – on agenda. AO thanked PT for doing the editing.	
Housing Policies – these have now been included.	
AA felt the minutes did not include some of his points. TD apologised and suggested that the group forward any comments or amendments when the minutes are sent round. These can then be incorporated and agreed on at the next meeting.	

<p><b>3. Maps</b></p>	
<p>TD had collated and sent round the 'wish list' of maps. This has not been sent to SCDC yet. <b>Action – TD to send to Samantha Johnston</b></p> <p>AA reiterated the need for a 1:1250 scale map and that he and Tim had been due to meet Samantha and Alison Talkington but this had been cancelled as SCDC would only meet with PT. PT responded this was not his understanding. AA pointed out that he had spent a considerable amount of time on the plan and this should be respected.</p> <p>PT reiterated that SCDC requested one list and that they have explained what they can provide but this might not be what is wanted.</p> <p>PF noted that it might be useful to speak to other villages about their plans as some appeared to have used a professional company.</p> <p>TS didn't feel the SCDC maps offer was good enough and pointed to a document by Foxtan (not a NP) that included good maps. Foxtan have been unable to provide the name of the person responsible for the document but said if they do speak to him they will put him in touch. <b>Action – TS to keep looking into this.</b></p> <p>AA reiterated the need for a full financial breakdown and asked about the £200 from the last grant which had been ear-marked for maps. See action in No. 2 above.</p> <p><b>Action – PF to speak with Gt. Abington</b></p> <p>AA reiterated the need for the Parish Council to consider purchasing online interactive maps. AG is not attending the February meeting and the agenda is set. <b>Action: AG to put on the agenda for March.</b></p> <p><b>Action – TD to email Samantha at SCDC to get some possible dates for a meeting.</b> TD will circulate dates and see who wishes to attend.</p> <p><b>Action – TD to email Rachel about Lavenham's plan.</b></p>	<p><b>TD</b></p> <p><b>TS</b></p> <p><b>PF</b></p> <p><b>AG</b></p> <p><b>TD</b></p> <p><b>TD</b></p>
<p><b>4. Latest version of the Plan</b></p>	
<p>PT has been working on this and has circulated for comments. Substantive amendments have been actioned. <b>Action – TD to go through and amend small typing mistakes etc.</b></p> <p>Issue of whether to use Whittlesford 'Station' or 'Bridge'. Group discussed pros and cons and preferences. Agreed four distinct</p>	<p><b>TD</b></p>

<p>areas of the village were: central, Newton Road area, Ledo Road area and the station area, which should be defined on the map. Group agreed to use 'Whittlesford Station'. <b>Action: AO to look at the wording</b></p> <p>Issue of requirement to identify what area is available for development. If no land is identified the Plan will not be passed.</p> <p>Group discussed if possible land could and should be identified.</p> <p>PT suggested the only possible site could be part of the depot site. PF disagreed and questioned whether this is a sustainable area for development and would be far better suited to car parking.</p> <p>KW questioned whether the green belt has or will be changed. AA responded that the line had not but that the NPPF does allow discussion on planning policies including green belt.</p> <p>TS stated the Plan at present is inconsistent in its approach to housing and referred to 7.1 page 14, 3.2 page 18, and 6.6 page 22. TS reiterated that Whittlesford is classed as a 'group village' and therefore growth is restricted. There is a need for good affordable housing and the need to identify what the village should look like in 30-40 years time. TS noted that some of the policies needed more detail – WHI/10 and WHI/15.</p> <p>AA noted that the potential for employment sites to expand could mean the village needs to grow to accommodate the workers. TS noted there is nothing to stop these houses being bought by commuters rather than local employees.</p> <p>KW stated at Parish Council meeting and PT agreed that if there is not a neighbourhood plan in place there would be nothing to constrain developers.</p> <p>AA reiterated the need for purposeful housing (employment), affordable, small, and not for renting.</p> <p>Group agreed there was a need to clarify the issue around exception sites and having to identify land for development. <b>Action: TD to arrange meeting with Alison Talkington</b> preferably at the same time as the maps meeting.</p> <p>PF felt there was a need for more consultation with the village over the issue of identifying land, especially with young people.</p> <p>AO noted the need for more specific questions and TS agreed there needed to be guidance and parameters.</p> <p>AA stated the possibility of a local call for land and to decide where the group do not want housing. PF noted this would be the group's opinion not necessarily that of the village.</p>	<p><b>AO</b></p> <p><b>TD</b></p>
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<p>PT told the group he has had an offer from Ian Poole from SCDC to look at where the Plan is now and give some general feedback. This would be for free. PT asked if the group were in agreement he would send the plan and a covering note to Ian. AA was not sure the plan was ready. He has shown the plan to 6 developers who raised some concerns specifically around the housing section.</p> <p>Group agreed to PT's request. <b>Action: PT to send plan.</b></p>	<p><b>PT</b></p>
<p><b>6. Rural Travel Hub</b></p>	
<p>AG circulated 'Whittlesford Parkway Station Transport Masterplan: Stage Two Report: Plans and Proposals' and updated the group. It will go to the Board in Late March and then out to residents for consultation.</p> <p>AA informed group he had met with Hinxton Parish Council recently as concerned about the river and flooding risk due to the potential 5,000 houses being built near the source. AA stated that Cambridge Water also had concerns.</p> <p>AA also noted that the entrance to the depot site off of the A505 was in Duxford Parish and there was a need to speak with neighbouring villages. AA happy to attend forum.</p>	
<p><b>7. Consultation Statement</b></p>	
<p>TD has emailed PT a list of the events and publicity so far and is writing a draft skeletonstatement which she will send round – See action in No. 2 above. The consultation needs to show who has been consulted, how, the feedback and how this has been incorporated into the plan.</p> <p><b>Action – PT to draft update for Look magazine.</b></p>	<p><b>PT</b></p>
<p><b>8. Any other business</b></p>	
<p>TD has been contacted by Jo Denny as a governor from the school had a query around how education was covered in the Plan. <b>Action: TD to contact Jo and offer representatives from the SG to go to a governors meeting to discuss.</b></p> <p>AA questioned the rural bus service's sustainability and environmental impact favouring a park and ride service.</p> <p>AA requested future agendas are sent out 3 days prior to the meeting date.</p>	<p><b>TD</b></p>
<p>Date of next meeting: Agreed this would be arranged after the meeting with Alison and Samantha. <b>Action TD to arrange.</b></p> <p>Meeting closed at 9.00pm</p>	<p><b>TD</b></p>

