

Minutes of Neighbourhood Plan Steering Group 5 Oct 2017 at 6pm Cox's Close Community Room.

Present: Chair Peter Fane

Nick Pett Chair Amenties group

Bridget Hodge Chair Housing group

Jim Rickard Member Transport group

Jackie Nettleton Member Amenities group

Mark Deas Cambridgeshire Acre, Rural Housing Enabler

Katharine McGilly, Mike Nettleton

Members attending gave brief introduction and stated how they would like the Neighbourhood Plan (Plan) to go forward. Concern expressed about lack of progress and need for clear governance and responsibilities. In summary there is a need for each spotlight group to feedback on their progress to date and to have a plan for the future. Need to ensure those who have expressed an interest are kept informed.

1. **Apologies:** Miranda Fyfe, Anthony Cooper, Ian Hodge and Barbara Kettel.

2. **Matters arising.** It was confirmed Jenny Nuttycombe, (Senior planning policy officer SCDC) will attend a steering group meeting on Oct 25 7.30 at Stapleford Pavilion to update us on planning policies which will affect the NP.

3. Comments from Feast consultation 2017 will be fed into spotlight groups. Action PF

4. Finance and administration

Groundworks would want their grant to be spent by 19 Dec 2017. As this is not looking likely NP has contacted them regarding an extension of time.

About half of the seed money from the PC's has been spent on administration so far. Invoices for additional clerking, updating the website, the cost of the banner and BH's feast costs are outstanding. Detailed costs for the website will be discussed at a future meeting.

At present NP is the Responsible Financial officer (R.F.O.) who will provide monthly accounts for the P.C.'s. It was agreed Stapleford P.C. would manage the finances with one of their clerks taking on the role in the future.

Suggestions for improvements in administration to move things forward included:

- New Clerk. N.P. said as both the Stapleford clerks are new to their jobs they are not in a position to help the Plan at present but could do in the future.
- Administrator. Other villages preparing Plans have an administrator to organise the groups. Suggested we talk to Whittlesford who have one.
- Project manager J. R. said the Plan is a resource for the P.C's and not in competition with them. He felt a project manager with experience in Neighbourhood plans would be more beneficial than a clerk.

It was agreed the project plan would follow the format provided by SCDC.

5. Cambridgeshire Acre Mark Deas Next Steps

The Steering Group had agreed to fund 6 days work by Cambridgeshire Acre. This will take the form of a scoping workshop to pull all the information together. At present the groups do not have enough information to warrant this.

MD suggests the spotlight groups need to identify strengths and weaknesses and opportunities and threats in the villages. These will form the issues for the Plan, evidence will need to be collected and objectives set on which policies will be built. Evidence will need to be built across groups for example landscape assessments will inform where sites may be suitable for rural exception sites in the green belt.

The Plan will add more detail to SCDC's Local Plan which is likely to be adopted early 2018. If the inspector allows more development in the parishes their councils need to be in a position to discuss with the developers as to how we manage future growth and the amenities needed.

In discussion it was suggested:

- More evidence needs to be available on the website.
- The evidence should be rigorous and fact based.
- There is a need to re connect with those who showed an initial interest
- Need to differentiate between policies and projects

It was agreed that the Parish Councils would lead on housing issues the Steering Group adding value.

Next Steps

- Clarify role of spotlight groups.
- Write a position statement
- Each spotlight group writes a mission statement, collates evidence collected so far and identifies issues and gaps in the information.

It was agreed that a draft plan would be available for consultation in Oct 2018

There will be an AGM of the Plan public on 29 Nov in Stapleford Pavilion.