

SPC Standon Parish Council

Clerk of the Council – Ms. Belinda Irons
14 Crawley End, Chrishall, Herts, SG8 8QL
Tel: 01763 838732

Minutes of the Meeting of Standon Parish Neighbourhood Plan Steering Group

Held on Tuesday 9th December 2014 at 7.45pm at Standon & Puckeridge Community Centre, Station Road, Puckeridge,

PRESENT: Steering Group Members:

Jonathan Law (Chairman), Colin Jenkins, John Riris, Mike Gill, Karen Hill, Alan Cooper, Kala Thomas, Deb Ratcliff, Paul Blakes, Jan Cunningham, Jacqueline Veater, Claudia Chalkley, Maureen Wren

Cllr Graham Cowell, Cllr Dick Rainbird MBE

Planning Consultant: Mr Jed Griffiths: Griffiths Environmental Planning

14.12 Apologies: Neil Johannessen

The Chairman the running order of the agenda to 14.16:

14.13 Minutes of the meeting held on 20.11.14

14.14 Appointments: ***This item was felt to be premature at this stage and was not discussed.***

Inclusivity: does the team of current volunteers have a wide enough demographic? If not, how is this to be addressed?

Sub-groups:

It is anticipated that members of the Steering Group will head up and manage a sub-group. The Steering Group members will lead a team of volunteers to discuss issues within their respective sub-groups, with an intention of producing a questionnaire which parishioners will make their views known through.

Housing	Land availability, sites, density, type, style, gardens, green space, parking, renewables, carbon neutral heating, passivhaus, climate change and mitigation measures, hard landscaping, self-build, greening the street scene, water use and recycling.
Employment	Opportunities and potentials
Transport	Highways infrastructure, vehicular access, bus, rail
Water	Flood risk, surface water, grey and black water, rainwater harvesting, Water recycling

SPC Standon Parish Council

Clerk of the Council – Ms. Belinda Irons

14 Crawley End, Chrishall, Herts, SG8 8QL

Tel: 01763 838732

Food	Allotment provision, garden sites, farmers and growers
Social & Leisure	Community facilities, inc pubs, clubs, buildings, opportunities
Health	Doctors, complementary practitioners, social inclusion and opportunities
Education	Schools, adult education opportunities
Environment	Wildlife sites, historic assets, landscape character, tranquillity, Green Belt, Minerals & waste, agricultural land classification, environmental stewardship, noise, climate change mitigation inc trees and green spaces in the built environment

Identification appointment of other key responsibilities:

Communications

Community Engagement

Stakeholder Engagement

Media

Design and Presentation

Evidence bases: what is available from EHDC, what needs to be gathered in the Parish

14.15 Finance:

Standon Parish Council has budgeted £6,000 for this and the forthcoming financial years. The Parish Council will submit a grant application to Locality on behalf of the group, the maximum funding available being £7,000. These sums will be ring-fenced and all expenditure pertaining to the Neighbourhood Plan, including the provision of the consultant, must arise from the ring-fenced amount.

The Steering Group Treasurer will co-ordinate requests for payment, and seek additional grant funding or other revenue streams.

14.16 Discussion

Jed Griffiths explained that parishioners need to be made aware the Neighbourhood Plan is operational, and that their input is vital to the process. Parish interest needs to be stimulated.

Jonathan Law explained the Neighbourhood Plan has been in the public domain for some time. There have been two public meetings. The public need to help to shape the document. There is a need for more structure and ‘foundations’ on which to build the document. Draft constitution and action plan have been drawn up for discussion. There is a wealth of

SPC Standon Parish Council

Clerk of the Council – Ms. Belinda Irons

14 Crawley End, Chrishall, Herts, SG8 8QL

Tel: 01763 838732

information available on the internet about Neighbourhood Plans, and members of the group were urged to explore what is available.

There are two ways the Neighbourhood Plan can be developed:

1. Neighbourhood Forum: where a Parish Council is absent, 21 parishioners can form a Neighbourhood Forum to produce the NP
2. Where a Parish Council is present, it will be the qualifying body for the production of the NP but it must ensure the document is 'community led' and representative of parishioners views. The examiner must be convinced that the community has developed the document rather than it being constructed solely by the Parish Council.

There are some NP's that are solely led by the local parish council, and it appears nothing that would necessarily prevent Standon Parish Council from doing this either, but they have decided that it would be best if the NP should be fully community led to ensure that it is representative of parishioners views.

Cllr Rainbird commented that Parish Councillors will not lead the NP process. He urged those present to ensure parishioners are involved through the topic groups. He suggested that each group would need a chairman who must have an interest in the parish, and that the groups would need to be developed to ensure sufficient interest is generated and continues over time.

Jonathan Law commented it was important to develop what the vision and objectives of the neighbourhood plan are, and before the Steering Group goes back to the community it needs to ensure that it has a proper structure in place and some direction so that the group has something to talk to the community about so that this can be built upon.

Cllr Cowell commented that the agenda provided this structure but there was a need to understand how information feeds into the NP – would this be through a questionnaire?

Jed Griffiths replied it would be through questionnaires based on topic headings which would be raised by the Steering Group.

Mike Gill commented that a broad vision was needed without too much bureaucracy. The topic areas need to be clarified but the group needs to be in agreement.

Jonathan Law commented that Standon and Puckeridge are classified as 'Grade 1' villages in the EHDC District Plan based on current service provision. It is vitally important the community decides where and how much development takes place, and what infrastructure is required to service development, and what needs to be protected. This is subject to compliance with the District Plan and the National Planning Policy Framework.

SPC Standon Parish Council

Clerk of the Council – Ms. Belinda Irons

14 Crawley End, Chrishall, Herts, SG8 8QL

Tel: 01763 838732

Cllr Rainbird explained that the number of new build allocated to the parish is currently based on the 2001 census, and this will rise once the 2011 census is implemented. The proposed 150 new dwellings will need to be built in Standon and Puckeridge as the hamlets are considered by EHDC to be ‘windfall sites’ and do not count towards the total. The Parish Council has already resolved that the whole parish should be the Neighbourhood Area.

Jonathan Law expanded on the draft action plan, with an aim to developing the vision and objectives of the NP.

Colin Jenkins commented parishioners need to be certain the vision is theirs and that a vision cannot be imposed by the Steering Group or the Parish Council.

Discussion within the group centred on how best to communicate and engage with the parish and ensure that the process is inclusive and covers all demographics represented in the parish. Various communications platforms discussed. There was general agreement that a leaflet drop to each household should be undertaken explaining what the Neighbourhood Plan is, how it will influence the planning process and encourage parishioners to participate. Facebook is effective but must be moderated.

Karen Hill suggested the Picker Institute be approached to produce a professional questionnaire. <http://www.pickereurope.org/>

The Steering Group examined the draft constitution in depth, and agreed the amended document would be emailed to the Steering Group for further comment.

Voting: following discussion it was agreed that Parish Councillors appointed to the group would have full voting rights.

Disclosures: all future agendas will enable pecuniary and non-pecuniary/personal interests to be stated. Conflicts of interest must be reported and made public at the meetings.

Governance: The following appointments were agreed and resolved unanimously:

Chairman:	Jonathan Law
Vice-Chairman:	Mike Gill
Secretary:	Standon Parish Council clerk Belinda Irons
Treasurer:	vacant
Spokesperson:	John Riris
Volunteer Co-ordinator:	Karen Hill

Future agendas will be formulated at the previous meeting by the Steering Group members.

SPC **Standon Parish Council**

Clerk of the Council – Ms. Belinda Irons
14 Crawley End, Chrishall, Herts, SG8 8QL
Tel: 01763 838732

14.17 Dates of next meetings

Not arranged.

Meeting closed at 10.00pm