

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 20th January 2015 at 7.30pm at Standon & Puckeridge Community Centre, Station Road, Puckeridge,

PRESENT: Steering Group Members:

Jonathan Law (Chairman), Colin Jenkins, John Riris, Mike Gill, Niall Megaw , Kala Thomas, Ron Stephens, Jan Cunningham, Jacqueline Veater, Claudia Chalkley, Maureen Wren, Warren Pickering, Brenda Howard

Cllr Graham Cowell, Cllr Dick Rainbird MBE

Planning Consultant: Mr Jed Griffiths: Griffiths Environmental Planning

15.01 Apologies: Karen Hill, Alan Cooper

15.02 Minutes of the meeting held on 20.11.14 and 9.12.14

Minutes of the meeting were agreed as a true and correct record of the meeting.

15.03 Declaration of Members' Interests (disclosable pecuniary interest/another pecuniary interest/a non-pecuniary interest): none.

15.04 New steering group members – any additional members wishing to join Steering Group prior to constitution being finalised:

Warren Pickering: Puckeridge

Niall Megaw Standon

Benda Howard Standon

The Chairman commented that the current group would appear to be committed, and that there are some people who initially volunteered but have not attended nor offered apologies, and it may be that they are no longer interested and should therefore be asked if they want to continue on the Steering Group. There is a mechanism in the constitution to remove a Steering Group member if they do not attend three consecutive meetings without apologies being given. Please can members make sure that they notify the Clerk and/or the Chairman if they are unable to attend a meeting.

15.05 Constitution – agreement by members and response from SPC

Standon PC will discuss the constitution at the next meeting

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PROPOSAL: That Standon Parish Neighbourhood Planning Steering Group herewith agree the constitution. PROPOSED: Jonathan Law (Chairman), seconded Jan Cunningham. AGREED AND RESOLVED UNANIMOUSLY.

15.06 Appointments:

Management vacancies – Treasurer vacancy

Colin Jenkins agreed to fulfil the role of Treasurer.

Topic groups –

Appointment of Steering Group Members to assemble, head up and manage Topic Groups for the purpose of compiling an evidence base and engaging with community about these issues using the methods to be agreed by the Steering Group. Examples of Topic Groups to include (but not limited to):

Housing	Land availability: sites, density, gardens, green space, parking, Housing Type: inc. type, style, 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: <i>recommended to be split</i>
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: <i>recommended to be split</i>

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Communication: this group will ensure all methods of communication are employed to reach all members of the community including outlying areas of the parish

Cllr Rainbird suggested that some groups are very large, and would benefit from being split: Housing Water and Environment in particular. It was agreed that Housing would be split into two categories – Land Availability and Housing Type. Water would be kept under review, but would remain as one for the present. Although it was agreed that ideally Environment should be split too as only one Leader is available, this will also remain as one and kept under review.

Colin Jenkins commented that the topic groups suggested do not 'fit' with those presented in the EHDC District Plan, and that there may need to be some modification in the future.

The following table shows the Topic Leaders and supports within the Steering Group:

NAME	HOME AREA	TOPIC GROUP LEADER	TOPIC GROUP INTEREST
Jonathan Law Chairman	Puckeridge		Water Communications
Mike Gill Vice-Chairman	Standon	Transport	Water
Belinda Irons Secretary	PC Clerk		
Colin Jenkins Treasurer	Puckeridge	Employment	
John Riris Spokesperson	Puckeridge	Water Communications	
Karen Hill Volunteer Co-ordinator	Puckeridge		
Dick Rainbird MBE	Puckeridge	Standon Parish Council Rep	
Graham Cowell	Puckeridge	Standon Parish Council Rep	
Jacqueline Veater	Puckeridge	Housing (Land)	
Neil Johannessen	Puckeridge	Housing (Type)	Communications
Alan Cooper	Puckeridge	Food	

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Warren Pickering	Puckeridge	Social & Leisure	Communications
Maureen Wren	Puckeridge	Health	
Claudia Chalkley	Puckeridge	Health	
Niall Megaw	Standon	Education	
Kala Thomas	Standon	Environment	Housing Type
Brenda Howard	Standon		Communications
Ron Stephens			
Jan Cunningham			Communications
Deb Ratcliff	Puckeridge		
Paul Blakes			
Bernard Hart			

Jed Griffiths commented that it was important to get the community engaged and active. The Topic Leaders need to focus on the evidence base, the majority of which is available on the EHDC web site with additional support available through the dedicated officer, Isabelle Haddow. The National Planning Policy Framework and the associated Planning Practice Guidance are invaluable resources. Herts County Council will have an evidence base for transport issues including buses, in their Sustainable Community Strategy.

It is important to discover local issues which need to be addressed such as parking, flooding, etc. The Neighbourhood Plan then aims to resolve these issues in a manner acceptable to the community.

The Topic Leaders need to compile a report showing what information is available and where it can be found as this 'informs' the Neighbourhood Plan and demonstrates the evidence base when the document goes for examination to ensure it is sound.

15.07 Training opportunities

The Chairman outlined training opportunities in sustainability and Neighbourhood Planning

15.08 Finance

a) budget: Standon PC has allocated £6,000 for 2014/15 & 2015/16 respectively, giving a total available of £12,000 at 1st April 2015. Colin Jenkins has produced a draft budget which was displayed for the group to view, and this was discussed.

b) grant funding: the clerk will make a further grant funding application to Locality as the first application was rejected.

15.09 Proposed Public Meeting: Discussion

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Extensive discussion took place with regard to this issue, with some for a public meeting to gather information to form the basis of a detailed questionnaire, and some supporting a more generalised questionnaire to be sent with a one page description of the Neighbourhood Plan and process, followed by a meeting.

Belinda Irons described an example of a Parish Plan workshop at which people put their ideas on post-it notes to collect ideas, and there was the general consensus that this was a good idea.

Jed Griffiths recommended a more general questionnaire, with the open meeting refining the issues of concern.

Colin Jenkins recommended that any questionnaire should enable freedom of expression – responses should not be repressed or compressed by the questions asked. This is then followed by a detailed questionnaire.

Neil Johannessen recommended establishing what is already in the parish, what the issues are, and what action needs to be taken to ensure the good is kept, and the bad is rectified. There is a strong need to assess where we are and where we want to be.

Jonathan Law raised the fact that if a questionnaire was going to be sent then SPC would need to ensure that they have registered as a data controller with the Information Commissioner (with payment of a nominal registration fee). There was a discussion about using anonymous questionnaires, however this would not be effective as it is necessary to demonstrate that responses are coming from parishioners. Data used will be aggregated, and any persona details kept confidential and secure in accordance with the Data Protection Act.

Parishioners should be encouraged to respond to questionnaires electronically to save expense, but need to also ensure that there is a mechanism to return hard copy if preferred as not everyone is comfortable with technology.

- a) proposed public meeting to develop vision and objectives: *agreed for end of April.*
- b) establish any additional Topic Groups to be covered in the Neighbourhood Plan: *noted.*
- c) opportunity to enable volunteers to come forward to assist: *public meeting.*
- d) methods of ensuring maximum publicity:

PS News: recommendation to discuss with editor.

Facebook

Web Page

Hertfordshire Mercury

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Notice Boards

School book bags

Flyers

Meetings

Stalls at May Day, Open Gardens, Film in the Field, Martyn's Lights

e) discussion about timetable to meeting:

- (i) draft timetable produced by CJ; - Royal Mail lead times mean that we must work quickly to ensure that communications are sent out
- (ii) questionnaire followed by meeting –vs- meeting followed by questionnaire;
Consensus agreed that the approach should be questionnaire followed by a meeting. Broad questions with a few specifics
- (iii) the need to time meeting in order to capture funding – believed that once received there is no requirement to spend the bridging grant before the end of the tax year but Jed is to advise if this is incorrect.

15.10 Comments from non-committee members attending - limited to three minutes:

no comments received

15:11 Moving forward

a) allocation of tasks prior to next meeting;

Topic Leaders will explore the evidence base and report back to the meeting.

Communications group will meet separately to discuss communications strategy and in particular, to produce without delay an article for PS News and the questionnaire that accompany mailshots.

Leaflet for distribution with invitation to open day

b) Social evening for Steering Group members;

28th January 2015 in the Crown & Falcon commencing 7.30pm with a joint Communications Group meeting

c) Discussion – the forum that was set up on www.ourneighbourhoodplanning.co.uk is not very effective. Communication within the group will be by email, and all present agreed.

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15.12 Dates of next meetings

28 th January:	Communications Group & social
10 th February:	Steering Group meeting
17 th March	Steering Group meeting
14 th April	Steering Group meeting
18 th April or 9 th May	Open Meeting: 10am to 4pm William-Davis Room (last Saturday of April fully booked)