

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 THE SPNDP STEERING GROUP
HELD ON TUESDAY 16th June 2015 AT 7.45pm
AT THE STANDON AND PUCKERIDGE COMMUNITY CENTRE

Present Mike Gill, (Chair), Jonathan Law, John Riris, Claudia Chalkley, Graham Cowell, Jennifer Heaven, , Colin Jenkins, Neil Johannessen, Dick Rainbird MBE, , Maureen Wren, Warren Pickering

Public: 7

15.62 Apologies: Brenda Howard, Jan Cunningham, Jed Griffiths, Consultant, Jeff Pearman

15.63 Minutes of the meeting held on 5.05.15

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

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

15.65 Steering group membership – review attendance and consider any requests to join Steering Group

PROPOSAL: *That SNPD Steering Group remove Ron Stevens from the Steering Group with immediate effect, in line with the constitution.* PROPOSED: Jonathan Law, seconded Neil Johannessen. AGREED AND RESOLVED UNANIMOUSLY.

Jacqueline Veater has resigned from the Steering Group due to pressure of work, and as leader of the Housing (Land) topic group. Jacqueline will be sorely missed.

Colin Jenkins volunteered to lead this topic.

The Chairman addressed the audience, and suggested that those considering joining the Steering Group observe the meeting, and make a decision after the meeting. Brenda Howard will be asked to re-contact those who have volunteered.

ACTION: BRENDA HOWARD

15.66 Comments from non-committee members attending (limited to three minutes)

The new owner of land off Mentley Lane commented that he wished to support the group with regard to flood alleviation. He had received a letter sent from Standon Parish Council to Oliver Minton Estate Agents once he had purchased the land. He has reinstated the public footpath, is in the process of clearing the land of fly tipped waste, and intends to reinstate the tributary in consultation with the Environment Agency.

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Dick Rainbird commented that the Parish Council wanted prospective purchasers to be made aware before purchase, of the Environment Agency consideration of the land for flood mitigation measures which would regulate the flow of water through the tributaries.

Whilst the Parish Council letter was separate to the Neighbourhood Plan, flood mitigation is an important part of the Neighbourhood Plan. However, the Neighbourhood Plan cannot affect the Environment Agency study and response.

15.67 Open Day Response

Summary of public input:

119 people attended and provided an excellent response, with many comments and thoughts providing a significant amount of data to process. This data will inform the questions which will form the public questionnaire. Jonathan Law has produced a draft report which gives all responses in a table format. A vote of thanks was given to Jonathan Law for his hard work on the open day, production of draft report, and the achievement of the grant funding application.

Following extensive discussion, it was agreed that each Topic Group will consider the comments made which are relevant to the respective topic subjects, with an understanding that some comments 'cross over' topics. The comments will be formed into broad themes within the topic, and these themes will enable 'open' questions on all topics to be developed for the questionnaire.

ACTION: TOPIC LEADERS

A professional surveying system such as Survey Monkey will be used to produce and analyse the questionnaire and the resultant responses.

Jed Griffiths will be asked whether a Housing Needs Survey is required. If a Housing Needs survey is required, how detailed does it need to be, can it be incorporated into the main questionnaire or does it need to be separate to the questionnaire, and is there a template document which can easily be used.

ACTION: JED GRIFFITHS

Jonathan Law and Neil Johannessen reinforced their respective comments on the requirement for detailed data, and evidence of public consultation and involvement in the process, which will go to inform the final Neighbourhood Plan. This requirement is a key aspect of the final document which will come under rigorous scrutiny from the independent inspector and EHDC.

Applications to join steering group:

There are currently six prospective Steering Group members which will enable all Steering Group spaces to be filled. Applications are anticipated for ratification at the next meeting.

Lessons learnt:

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The Open Day was a great success, with strong support from the Steering Group membership. It was a very busy day, and refreshments were vital for visitors and members alike. A rota of members working the room would have been beneficial to enable rest breaks.

15.68 Next Steps:

Proposed Parish Walkabout

Jonathan Law will organise two events for Steering Group members.

Standon & Puckeridge: Sunday, 28th June commencing 10.30am. Meeting point to be advised.

Colliers End: Tuesday, 30th June commencing 7.30pm commencing at the village hall.

The intention is to consider the sites proposed under the EHDC SHLAA, and also consider sites which members have identified as possible development sites. Dick Rainbird reminded the meeting that the land in question for Colliers End is infill only as it is considered a hamlet by EHDC. Standon and Puckeridge are classified as Category 1, and suitable for development outside the boundaries.

Dick Rainbird further commented that at this time, EHDC has stated that Category 1 villages need to accept a 10% increase in development between 2016 and 2030, which is likely to be 150 new dwellings for Standon and Puckeridge based on the 2011 census.

Housing Land: Dick Rainbird commented that Standon PC has been waiting for the EHDC SHLAA land assessment for some 15 months. The officer originally dealing with this issue has been replaced, and the new officer has advised that there is additional work to do before the assessment will be complete. Jonathan Law commented that other parishes have been in receipt of this information which is freely available on the EHDC website, but it needs interpreting. There was a recommendation that the planning consultant should request this information from EHDC. Dick Rainbird will contact EHDC as a priority.

ACTION: DICK RAINBIRD

Preparation for Questionnaire:

- a) Topic Group leaders will draw the comments received from the Open Day into broad areas for consideration
- b) The areas for consideration and comments will be used to produce 'open' questions for inclusion in the questionnaire
- c) The questions will be refined by Steering Group members. This will be achieved through the clerk using email. The questions must be submitted to the clerk by the 7th July for distribution.
- d) Schools and Education will be assessed by the Chairman.
- e) Questions will be fully reviewed at the next meeting.

Management Group Meeting:

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This meeting was arranged for Tuesday, 7th July, and will comprise the Chairman, Vice-Chairman, Communications Leader, Volunteer Co-ordinator, and the Planning Consultant. Concern was expressed that the planning consultant was not providing the level of project management expected by the Steering Group. The Chairman of the Steering Group will write to the planning consultant to clarify the level of support to be provided, and request attendance at all future meetings. Standon Parish Council will be copied into the letter for information as the employing body.

15.69 Grant/Financial Status

Current funds stand at £140 available for use. If a mailshot were to be cancelled, there would be an additional £500-£700 available.

Jonathan Law commented funding has been achieved which will enable two mailshots to the community, one of which will be distribution of the questionnaire. The second mailshot is anticipated to be a short summary of the results of the questionnaire, and an invitation to a general meeting for further consultation on the document.

After summarising some of the conditions of the grant funding (including following SPC procurement policies, complying with the DPA and undertaking risk assessments) Colin Jenkins expressed the view that these would need to be complied with by the Steering Group, and in the course of discussion, referred to the original grant application documents which had been completed by Jonathan Law.

Both Jonathan Law and the clerk commented that the clerk has signed the final document on behalf of Standon Parish Council, and it was their understanding the Standon Parish Council would be responsible for compliance with the terms of the grant.

Colin Jenkins reiterated his point that in his opinion, the Steering Group is responsible.

15.70 Dates of next meetings

14th July 2015.