

## Notes of Neighbourhood Plan Steering Committee

15<sup>th</sup> March 2017

Village Hall at 8.00pm

### Present:

**Clint Bull (CB) - Chair**  
**Robert Sprigge (RS) – Vice Chair**  
**Graham Dormer (GD)**  
**Paul Ward (KPC, PW)**  
**Jenny Harrison (JH)**  
**Bob Hall (BH) – Note taker**  
**Paul Ambrose (PA)**  
**Gareth Hawkins (GH)**  
**Jeremy Thornton (JT)**

### Apologies:

**Steve Hemingway (SH)**  
**Claire Graham (KPC, CG)**  
**Penny Berry (PB)**

#### 1. Minutes from previous meeting

- RS enquired about financial help from NHDC, expected to be minimal, but some grants available PW reported feedback from meeting with NHDC. Claire Skeels to be contacted. NHP group will need to coordinate and justify spend
- Under item 5, last bullet point, delete GD action
- Under item 7, first bullet point, delete comment from GD
- JT advised that due to employment workload and priority involvement in Joint working on Local Plan, his involvement in NHP would be limit

#### 2. Analysis of survey results (JT and GH)

- JT provided summary of survey results and will provide copy of results to be circulated with meeting notes. Key points below:
- 366 responses. 70% wish to be kept informed of on NHP
- List of emails obtained with 60 responders happy to help with NHP
- Key info on: number of children in houses: main commute is by rail
- Inadequate: schools (174), Traffic (171), security /safety (71)
- Adequate: shops and business; sports and leisure
- 1<sup>st</sup> Priority: Traffic, Medical, On street parking
- 2<sup>nd</sup> Priority: Off road parking, Rest/Bars/pubs, Medical
- 3<sup>rd</sup> Priority: Traffic
- GD had carried out an analysis of the comments received. There were many comments which related to other organisations; 50 regarding the local Plan; 5 regarding Parish Council activity; 18 regarding the railway; 11 regarding the highway. Etc. GD proposed these would be forwarded to the relevant authority.

- There were other comments which were pertinent to the NHP; 55 regarding traffic; 39 regarding parking and 4 regarding schools. It was proposed that these comment would be passed to the relevant working group

### **3. Working Groups**

- After much discussion the following working groups were proposed. It was agreed that each group should would be established and led, initially, by a member of the NHP steering committee. Group lead initials shown in brackets
- Group 1- Traffic, transportation and parking ( GH supported by JT)  
Group 2- Local economy (including Retail restaurants and Bars) (PA)  
Group 3 -Environment and Flooding (GD)  
Group 4 -Housing and Character (RS)  
Group 5 –Schools (BH)  
Group 6 -Well-being (to include medical and public services) (PB)
- Main questionnaire topics reviewed and allocated to main working groups as follows:  
Children’s Play areas (Group 3)  
Church and Community Centre (Group 4)  
Communications and Technology (Group 4)  
Disabled facilities (All groups)  
Environmental Protection and Flooding (Group 3)  
Heritage and character preservation (Group 4)  
Housing (Group 4)  
Library (Group 6)  
Medical (Group 6)  
Nursery (Group 5)  
Off road and on road Parking (Group 1)  
Public Transport (bus and Rail) Group 1)  
Restaurants and Bars (Group 2)  
Roads and Footways (Group 1)  
Schools (Group 5)  
Security and safety (All groups)  
Sports and Leisure (Group 6)  
Traffic (Group 1)

### **4. Next Steps**

- Group leads to prepare outline brief/ Terms of Reference for their respective working groups. JT to circulate link to NHP web site with examples of NHPs from other communities.

### **5. Budget**

- NHP unlikely to be able to fund extensive consultancy input. Any case for funding will have to be justified and referred to the PC.
- RS gave feedback on Codicote Open day and indicative costs for running such an event

### **6. AOB**

- PW advised that Parish newsletter due out on Wed 3 May, Deadline for inclusion of articles and reports is 27 March. CB to produce 1 page insert providing update on NHP. Report required for AGM on NHP. NHP engagement plan required.

- PW advised of meeting with NHDC, including discussions on S106 monies. PC requested to enhance requests relating to developments to maximise potential gain. Shopping list with specific details of funding required, to be prepared. PW reminded the meeting that NHDC only likely to object to planning applications on clear, objective and evidenced grounds.
- BH clarified offer of high level communications strategy. GH advised this was no longer required at this stage.

**7. Date of next meeting**

- Wednesday 11<sup>th</sup> April 2017 at 8pm in the Village Hall.