

Neighbourhood Plan Steering Group

Meeting Minutes 24 April 2018, 19.30 Parish Council Office

Attendees: Brian Williams, Jane Williams (JW), James Williamson (JWS), Myra Gaunt, Paul Bearpark, Ian Bracey, Jonathan Taylor, Sophie Longbottom

		Action
1.	Previous minutes	
	Minutes from Housing sub-group meeting on 10 April 2018 were approved	
2.	Housing	
	IB updated that the CLT group have met twice and are doing a scoping exercise with CLT East next week. IB kindly agreed to give a 5 minutes presentation about CLT progress to the Annual Parish Meeting.	IB
	CLT aim to maximise their proportion of affordable homes and SL will investigate CLT affordable housing proportion requirements	SL
	MG offered to find out the proportion of affordable housing in the Alconbury Weald site.	MG
3.	Survey results	
	PB will write up presentation of survey results and give a 5 minutes presentation of this at the Annual Parish Meeting on 14 th May.	PB
4.	Consultation	
	JW to discuss with Rachel Hogger how to aim mid-way consultation (which at the previous steering group meeting it was agreed could be based around the Heritage and Character assessment) to launch at Waterbeach Feast 9 th June bearing in mind we wish to consult with residents and nearby employees in separate consultations.	JW/RH
	JW offered to discuss RH providing update on midway consultation and a review of subgroup draft policies at next Steering Group Meeting.	JW/RH
	It was suggested that someone should be the single point of contact with Rachel Hogger – particularly until we have filled the Admin support role. Considering the actions recorded here it would sensible if that is JW.	
5.	Heritage and character assessment	
	JW kindly offered to coordinate with Rachel Hogger to chase AECOM	JW
6.	Funding	
	JW to chase clarity from Locality as to whether we can receive further funding. (Rachel Hogger suggested at previous steering group meeting that we specifically request Master Planning support for public realm space)	JW
7.	Policies	
	It is felt that the next phase of consultation with the community should provide greater clarity and focus by concentrating on specific subgroup themes and starting to discuss potential policies.	
	PB to draft possible policies for Transportation with support from SL and BW	PB
	IB to draft possible policies for Housing with support from JWS	IB
	JT to draft possible policies for Land Use with support from MG	JT

8.	Outstanding actions from previous Steering Group Meeting	
	Rachel has sent round an updated Themes and Objectives document dated March 2018. All to review and send comments to Paul for collation before Steering Group meeting on 24 th April – deadline passed but still worth commenting if you haven't done so.	All
	NP has limited powers to achieve transport schemes but can suggest possibilities for likely scenarios impacting on the village. Rachel will contact SCDC and CCC to discuss what can be done for street enhancements and residential amenity.	RH
	Rachel will approach SCDC for master-planning support, potentially for landscaping the area between the green and OneStop and the White Horse pub.	RH
	Rachel will pull out the green space sites from the local plan for discussion at a later meeting which will aim to identify any additional areas.	RH
	Rachel will take a look at the website and provide feedback	RH
	Jane will send some photos to Ian that can be used as backgrounds	JW
9.	Admin support	
	Laptop is now fixed and available from JW	
	Parish council are approaching temp agencies to fill a 20 hour per week role that will support both parish council and neighbourhood plan. SL agreed to provide Parish Council with description of Neighbourhood Plan Admin role	SL
10.	Website	
	www.waterbeachneighbourhoodplan.org	
	All to view website and send suggestions to JT	ALL
	Neighbourhood Plan documents can be found in NPAdmin dropbox account set up by Paul at https://www.dropbox.com/home/NPadmin/docs%20from%20Rachel Accessible if your dropbox account uses the same email address as the one used to receive NP emails	JT
	Any documents that members want to ensure are retained on the laptop and backed up on dropbox should be sent to npadmin@waterbeach.org.uk which is included along with all committee members in the email group waterbeach-plan-people@googlegroups.com Rachel is not included in this email group.	All
11.	Future meetings	
	Next steering group is due 22 April 2018, 19.30 at Parish Council Office but may clash with other meetings and BW will confirm	BW